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| Single Exceptional Contribution (Lump Sum)  Reward Nomination Form | | | | | | | |
| **Guidance** | | | | | | | |
| For this type of award, an employee’s exceptional contribution will normally be in respect of a one-off task or project. This form should be completed with reference to the [Contribution Reward Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance).  For individual nominations, please include a copy of the nominee’s job description with this application. For team nominations, copies of individual job descriptions are not necessary **subject to** a statement detailing the contribution of each team member and confirmation that the contribution would not normally be expected of each team member.  You no longer need to physically sign HR forms as long as you submit them via email from your University of Edinburgh email account. Please refer to the [HR A-Z Forms Page](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) for more information.  If you require this document in an [alternative format](https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro) please contact [Reward@ed.ac.uk](mailto:Reward@ed.ac.uk) | | | | | | | |
| **Section 1: Nomination Detail** | | | | | | | |
| Please indicate the nature of the nomination by ticking the appropriate box (to the right of the nomination type). | | | | | | | |
| Employee self-nomination |  | Team self-nomination |  | Manager individual employee nomination |  | Manager team nomination |  |
| **If Manager Nomination**  Is the employee aware they are being nominated for this award (please tick box)? **Yes**  **No** | | | | | | | |

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| **Section 2: Nominee Details** | | | | | | | | |
| **Staff Group** (please tick box): **Academic**  **or Professional Services** | | | | | | | | |
| **College/Professional Services Group** | |  | | **School/Department** | |  | | |
| **Assignment**  **Number** | **Surname** | | **First Name** | | **Job Title** | | | **Grade** |
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| **Section 3: Nomination Case** | | | | | | | | |
| Please enter the value of the single exceptional contribution (lump sum) award (anywhere within a range of £200-£2,000) that you believe is appropriate (if you are nominating a team, enter the ‘per person’ value and the team total value). Indicative levels of award, with appropriate examples can be found in the [Contribution Reward Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance). | | | | | | | **Award value**  **(per nominee):**  £  **Team total award value (if appropriate):**  £ | |
| **Section 4 : Evidence of Contribution** | | | | | | | | |
| Evidence may include, but is not limited to:   * Contributions made towards a significant part in one (or more) of the four key areas of Strategy 2030 * Completing a task or project ahead of schedule, coupled with resultant savings in time, resources or money * Contributing to the handling of a one-off event showing an exceptional commitment beyond that normally required of employees at that grade * Successfully tackling an unplanned or unexpected project or incident of complexity * Demonstrating exceptional flexibility which contributed directly to the achievement of School, College or Professional Services Department/Group objectives (this should not be interpreted as working additional hours) * Contributing ideas which have led to greater efficiency, cost savings, improved quality etc., and which contributed to the achievement of School, College or Professional Services Department/Group objectives * Achieving particularly challenging goals or objectives, e.g. overcoming significant obstacles to ensure deadlines were met   For further examples, and for clarification of circumstances in which Contribution Rewards would not be appropriate, please see the [Contribution Reward Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance).  **Evidence should not exceed one page** | | | | | | | | |

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| **Section 5: Nomination Verification – Employee (only if self-nomination)** | | | | |
| I confirm that the detail provided above is factually accurate. | | | | |
| **Employee (if self-nomination)** | | | | |
| Name: | Signature: | | Date (dd/mm/yyyy): | |
| **Section 6. Manager (for all applications)** | | | | |
| Name: | Signature: | | Date (dd/mm/yyyy): | |
| If this is a self-nomination submitted by an employee and you, as their manager, do not support the nomination, please provide the reasons below (you will also need to notify the employee of these reasons and confirm they still wish their application to progress to the panel). | | | | |
| **Reasons:** | | | | |
| **Section 7. Head of School/Professional Services Department Verification** | | | | |
| Please tick the boxes below if you are in support of this nomination.  If you do not support the application, you will need to provide reasons. | | | | |
| I agree that the above information regarding the employee’s contribution is factually accurate.  I support the nomination as I believe the employee’s contribution is over and above the normal expectations for their role and is expected to continue at this level (please provide reasons below). | | | | |
| **Reasons:** | | | | |
| I do not fully agree that the above information regarding the employee’s contribution is factually accurate and/or I do not believe the employee’s contribution is over and above the normal expectations for their role (please provide reasons below). | | | |  |
| **Reasons:** | | | | |
| Name: | Signature: | Date (dd/mm/yyyy): | | |

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| To support any prioritisation, Directors/Heads of School should rank all submissions within their area in order of strength of sponsorship. | Ranking: |
| **Please upload this form to your School Shared folder as per local guidelines.**  **For USG, CSG & ISG please submit electronically to** [PSG Panel Submissions](mailto:psgpanelsubmissions@ed.ac.uk) | |