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| Global Talent Endorsed Funder Guidance Notes |

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| **General** |
| This guidance should be used to help you complete a [Global Talent Endorsed Funder Request form](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)  Please read through this before you start the request form process.  For further information on the UK Research and Innovation (UKRI) Endorsed Funder router please visit the following web pages:  Work in the UK as a researcher or academic leader (Global Talent visa): UK Research and Innovation endorsement - GOV.UK (www.gov.uk)  [Global Talent visa | The University of Edinburgh](https://global.ed.ac.uk/staff-immigration-service/working-in-the-uk/global-talent) |
| **Researcher Details** |
| **Title, First Name(s) & Surname, College and School -** Please complete these fields in full. |
| **Job Title:** Enter the individual’s job title. If Section 3.1 is selected below- The individual or their role must be named on the grant. Please insert both the job title as set out by the University and also that set out on the grant paperwork e.g., Postdoctoral Research Associate (Uni) Postdoc or Researcher (Grant). |
| **Employee Number:** Enter the employee number if the individual is a current member of staff. |
| **Name of Funder:** The funder must be on the list of UKRI Endorsed Funders**.** [List of approved endorsed funders](https://www.gov.uk/government/publications/ukri-endorsement-endorsed-funders-global-talent-visa/uk-research-and-innovation-endorsed-funders) or one of their Councils [List of UKRI Councils](https://www.ukri.org/councils/) Enter the full name of the funder e.g., UKRI –Engineering and Physical Sciences Research Council. |
| **Name of Grant:** Enter the grant name as it appears on the Grant paperwork. |
| **Grant Number:** Enter the funder/award reference number as it appears on the Grant paperwork. |
| **Section 1. The grant/award** |
| **Is from an endorsed funder and you have a grant document from the funder confirming the award:** Tick the box to confirm. Please note if the grant has been awarded to another institution, you must include a copy of the collaboration agreement between the other institute and The University. |
| **Must meet all the criteria in point 1.1 or 1.2:** Tick the appropriate box, please do not leave blank. |
| **Is for a minimum period of 2 years:** The grant must be for a duration of 2 years or more. A combination of grants can be used, but they must **all** be on the list of approved endorsed funders, be for £30,000 or more and be/have been for a period of 2 years or more. |
| **Is for £30,000 or more:** This is the value of the grant, not the salary the individual receives. |
| **Names the individual/their post as the Principal Investigator, Co-Investigator, Researcher Co-Investigator, Post-doctoral researcher or Research Assistant**: If 3.1 below is selected, confirm the individual or the role is named on the grant. |
| **Section 2. The role:** |
| **Must meet all the criteria in either point 2.1, 2.2 or 2.3:**  2.1 the role was advertised and the applicant was recruited in line with the University’s recruitment procedure and selection policy.  2.2 The individual is specifically named on the grant and was offered a hosting agreement/contract of employment with The University on that basis.  2.3 The individual was offered a hosting agreement/contract of employment with The University in line with the award criteria of the funder. |
| **Section 3. The Individual** |
| **Is the individual a current or new employee?** select Current or New employee.  **If they are a new employee, please confirm their contract start date:** enter the date. |
| **Do they have 12 or more months remaining on their contract?**. Confirm the individual has at least 12 months left on their contract and that the period of the grant covers it i.e., the grant is current and covers their first 12 months of employment/if current employee the 12 months from date of visa application  **Contract end date:** input the end date of their contract. |
| **Is essential to the delivery of the grant/award research:** Confirm they or their role is needed/necessary to complete the project. |
| **Part A**  **Must meet all the criteria in either point 3.1 or point 3.2: All bulleted points** must be met in **either** of point 3.1 or 3.2.  3.1 Independently direct/direct under PI supervision, a unique research or innovation project and:  • has a PhD (with [certified translation](https://www.gov.uk/certifying-a-document) where required) or equivalent research experience.  • Participate in a relevant field within a university, research institute or industry  • Their name or role is listed on the grant  OR  3.2 Make critical contributions to research through core technical or domain excellence, or in developing new technologies and methodologies and:  • hold a Bachelors’ degree (or equivalent overseas research degree or research experience deemed acceptable by UKRI)  • has research experience within a university, research institute or industry |
| **Individual holds a PhD:** The individual must have already been awarded a PhD and is not still working towards it. The degree should also be in English, if it’s not then we require a [certified translation](https://www.gov.uk/certifying-a-document). |
| **Individual holds a Bachelors degree:** Only complete this section if 3.2 is selected. Please give details of the qualification. The degree should also be in English, if it’s not then we require a [certified translation](https://www.gov.uk/certifying-a-document). |
| **Part B**  **Meets either point 3.3 or 3.4:** Confirm this is correct.  **3.3 at least 50% of their work time is attributable to the grant or award.** - Please note this does **not** mean the period of the grant can be less than 2 years if the individual is only working 50% of the time i.e., if the grant is for one year and names a full time Researcher, but the individual is working 50% of the time, the other 50% of funding can’t be counted as funding for an additional year.  OR  3.4 **is a Principal investigator/Co-Investigator and they spend at least 50% of their time on an aggregation of eligible grants).** Principal Investigator/Co-Investigator’s may evidence the 50% requirement through an aggregation of eligible grants i.e. a number of different grants on the approved endorsed funder list. |
| **Supporting Documentation Required:**   * Completed Global Talent Endorsed Funder request form. * Copy of the award/grant letter along with a note of the page the individual /job is named in the grant (this can be a note on the SR). * [Link to approved UKRI database list](https://www.gov.uk/government/publications/ukri-approved-databases-list-global-talent/ukri-approved-databases-list-global-talent) – This is not mandatory. If you provide the link to the grant information on one of the databases we still require a copy of the award letter for audit purposes. * Copy of qualification (with [certified translation](https://www.gov.uk/certifying-a-document) where required). |
| **Section 4 Completed by:**  These fields are mandatory and should be completed by the grant holder or school/department Administrator (SDA) |
| **Next Step:**  Forward the completed form and relevant attachments by Service Request to HR Helpline using the category **Enquiry > Immigration > Global Talent Request.**  See how to raise a Service Request on [People and Money user guides | The University of Edinburgh](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) under ‘My Knowledge and service requests’. Please input any relevant messages for the team into the SR details section e.g. the page number on the grant application on which the individual/job is named.  Please title the SR using the following format:  Global Talent Endorsed Funder, Applicant Name, Start Date.  Please attach the application and supporting documents to the SR (please use the SR  functionality as described above and not an email to the Helpline team). This will reduce the risk of some  documents not being uploaded due to file size restrictions. Please name each document with a clear  description e.g., Endorsed Funder Request Form, Grant or Award, Qualification. |