** STRICTLY CONFIDENTIAL**

**Academic Staff Reward Committee**

**Nomination form**

This nomination form can be used for all staff (including staff on the education and policy tracks) *except* those professors (professors on New Academic Career (NAC); Non-NAC Professors; Education Career Track Professors (Education), New Research Staff Career Professorial Research Fellows, and Professors in Practice) in your department who have taken part in the APR process.

Please ensure that you have read the Academic Staff Reward Committee guidelines available online [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Contribution-Pay) before completing the form.

The completed form should be sent to Reward Team at [HR.Reward@lse.ac.uk](mailto:HR.Reward@lse.ac.uk) by no later than **16 May 2025**.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. General Information of award recipient(s) | | | |
| Name(s) of staff: |  | | |
| Department/Centre/Institute: |  | | |
| Position(s): |  | | |
| 2. Detail of requested contribution award | | | |
| Non-recurrent award: please specify the amount (gross) applied for (e.g. £500): | | | £ |
| Recurrent award: please specify how many increments: | | |  |
| Dependent on role, please indicate which area you are nominating your staff member/s for: | | | **Education**  **Research/Impact/Policy**  **Citizenship** |
| Excellence in Education: Is this contribution award (wholly or partly) for excellent teaching or for enhancing student experience above and beyond their normal role? Please refer to point 4.3 of the ASRC guidance. If this is selected, the member(s) of staff will also receive an Excellence in Education certificate from the Eden Centre. | | | Yes  **No** |
| For staff funded from budgets/or grants other than central funding: Has a fund check been conducted should the above award be approved: | | | Yes  No |
| Please provide the funding code if the award is being paid for from a budget other than the one that pays the staff member's salary: | | |  |
| 3. Supporting Statement | | | |
| Reason(s) for recommendation for the area nominated providing a clear justification for the award (please refer to section 4 of the ASRC guidance): | | | |
|  | | | |
| Please provide a brief commentary on the contributions of the staff member to the other areas of contribution for which they are not nominated (where applicable): | | | |
|  | | | |
| Head of Department/Research Centre/Institute Director name: | |  | |
| Head of Department/Research Centre/Institute Director electronic signature: | |  | |
| Date: | |  | |