|  |
| --- |
| **Professional Services Staff Contribution nomination form****(for teams or individuals) in Group E** |
| Please ensure you have read the Professional Services Staff Contribution Pay guidelines before completing this form. The guidelines are available online [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Contribution-Pay). Nominations for professional services staff within **Group E** can be made using this form or the same information can be provided on the salary spreadsheet. Once complete, please email this form to your [HR Partner](https://info.lse.ac.uk/staff/divisions/Human-Resources/HR-people) by **5 May 2022** at the latest.  |
| 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:  |  |
| Excellence in Education: Is this contribution award (wholly or partly) for improving education, the student experience or student satisfaction? (Please refer to point 3.5 of the PSSC 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 by research grants only: Has a fund check has been conducted should the above award be approved: | [ ]  Yes[ ]  No |
| Please provide the funding code: |  |
| 3. Reason for nomination |
| For a non-recurrent award, please specify the reason for the award (please tick all that apply):[ ]  Performed exceptionally across all duties[ ]  Rewarding staff for a special achievement[ ]  Rewarding staff for having dealt with a challenge or period of operational difficulty in a particularly noteworthy way[ ]  Other (please specify): For a recurrent award, please provide a paragraph on why this award should be approved: |
| Line manager’s name: |  |
| Line manager’s job title: |  |
| Head of Department/Research Centre/Institute Director name: |  |
| Head of Department/Research Centre/Institute Director electronic signature: |  |
| Date: |  |