

Participant Commitment form

Cambridge Zero Demonstrators Lab Programme - Cohort Q1-2022

## Time commitment confirmation

**If offered a place in the current cohort, the applicant will commit to spend an agreed amount of time on their CZ Demo Lab project work, at the level indicated below and reasonably spread over the duration of the Programme** (12 weeks between December 2021 and March 2022).

Level of Applicant’s individual time commitment to the Programme (as agreed with line manager):

|  |  |  |  |
| --- | --- | --- | --- |
| 0.1 FTE (minimum) | 0.2 FTE (1 day/wk) | 0.3 FTE | Other: ………FTE |

The undersigned understand this will include work to a schedule agreed between project team members. Although there is some flexibility with respect to meeting the time commitment, it should include at least half a day of work per week during normal working hours. A fixed weekly schedule is recommended to ensure steady progress, minimise time lost on timetabling and booking access to the office and lab space shared with other teams. Please mention any particular known restrictions on applicant’s availability in the online application form.

## Salary buy-out details

**The Programme offers a salary buy-out funding, to ring-fence the time commitment of successful applicants against other duties and obligations of their day jobs.** Participants are encouraged to take advantage of it to partake in the Programme without detriment to their level of pay or a need for significant over-time and/or out of hours work, both of which are detrimental to recruitment inclusivity and equality.

*Applicants will be ranked on merit of their application, disregarding their salary buy-out preferences.*

Ten top ranked candidates will receive an offer of a place on the Programme in the first instance. Upon acceptance, each successful candidate must promptly confirm required salary buy-out amount. Further offers may be made to candidates ranked lower, until the Pilot Programme budget is fully allocated.

|  |  |
| --- | --- |
| Details of the administrative contact who will provide confirmation of successful applicant’s salary costing: | |
| Full name: |  |
| Job title: |  |
| Email address: |  |

The applicant is (as agreed with line manager):

Applying for a salary buy-out for the full time commitment level declared above (up to £3k)

OR

Opting out from the salary buy-out and will provide evidence of alternative funding to cover full time commitment level declared above (e.g. a confirmation email from their grant PI, college, etc.).

The undersigned acknowledge that should this application be successful:

* Salary buy-out funding can only cover direct costs, up to maximum of £3k, and will be issued as a one-off payment from the Programme upon formal costing confirmation from applicant’s Department.
* Acceptance onto the Programme will not result in a new separate contact of employment.
* Due to operational differences between Departments all administrative arrangements regarding changes to working hours/pattern or end of contract date, salary coding adjustments, grant end date extensions etc. will be the responsibility of the applicant and their line manager; to be handled in accordance with local rules of their Department, promptly upon acceptance to the Programme.
* Selection of Cambridge Zero Demonstrators Lab team projects is planned to happen in December 2021, and it is likely that the applicant will work on a project not directly related to their day job.
* Due to the funding conditions, project work will need to fit within the EPSRC remit.
* The applicant, their supervisor as well as other Cambridge PIs are welcome to propose challenges for the Programme cohort to build their projects around.
* Standard EPSRC grant rules will apply to all work carried out during the CZ Demo Lab Programme, including provisions regarding IP ownership. Unless stated otherwise, the ownership of all intellectual assets, including intellectual property, and responsibility for their application, rests with the University that generates them. The University of Cambridge IP Policy shall apply.
* Care should be taken by successful applicants to manage own workload and duties, clearly demarcate between CZ Demo Lab work, and any other work carried out outside of the time commitment to this Programme such as to satisfactorily meet the obligations of both, without detriment to either.
* Programme cohort must comply with Maxwell Centre local rules and training requirements, and will be locally accountable to the Maxwell Centre Directors when working on their CZ Demo Lab projects.
* Applicant accepted onto the Programme must honour the time commitments made in this form.

## Participant commitment and line manager’s approval confirmation

Please select one of the below options:

**I am a research staff member (PDRA/research fellow). I have discussed my application and gained support for it from my supervisor/ line manager, as indicated by both our signatures on this form.**

OR

**I am an academic staff member / independent PI with authority over my working pattern and funding, as such I confirm my commitment by signing below without need for line manager’s signature.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Applicant’s:** |  | **Line Manager’s:** |
| Signature: |  |  |  |
| Full name: |  |  |  |
| Date: |  |  |  |
| Email address: |  |  |  |

Please complete, sign and save this document in the PDF format in readiness to attach it to the online application form.