



## Checklist: Employment of VIP with a personal grant

### VIP employment with a personal grant and/or Marie Curie (Fixed-term)

Accounting details must be approved by the Finance department and must contain the following:

- Unit no.(Enheds nr.):
- Location no.(Sted):
- Financial report(Delregnskab):
- Project no.(Projekt nr.):
- Activity no.(Aktivitets nr.):

#### *Candidate information:*

- The candidate's name and date of birth/cpr. no.
- Employment period - starting date and end date
- Place of work
- Nationality
- CV and diploma
- Previous employment in the same type of position, if any
- Academic assessment containing at the minimum:
  - Academic evaluation/assessment
  - Reason for appointment
  - Short description of main tasks of the employment

#### *Grant letter must be submitted as documentation*

- **IMPORTANT:** At least 50% of the employment costs must be covered by the grant, and the candidates name must be mentioned in the grant letter.