**Notes:** Please upload the templated Recruitment Plan to the NIDG KPI report. This table should include all personnel intended to be recruited by all participating organisations to the project. (whether funded by ONI or a participating organisation). When completing the Recruitment plan ensure the personnel eligibility requirements are considered.

A recruitment plan should be completed for each position requested in the budget or identified in question B1 Grant Personnel. Please complete a new line for each position You are planning to recruit during the Project activity period (whether they will be recruited in Year 1 of the project or Year 3).

Please include personnel not included in the proposal budget. For example personnel recruited under the Universities scholarship program. Note in the field “Is this a planned position as per the Application?" the program name or participating organisation the person is recruited under.

**Please ensure all columns fit to one page**.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project: | | | Lead CI: | | | | | | |
| Position of Personnel | Duration of Appointment | Recruitment Approach | Availability of suitable candidates | Anticipated Date to Fill  Project Year required | Is this a planned position as per the Application? | Supervision of personnel | Training of personnel | Costing of personnel | Any perceived issues to fill this position (including eligibility issues) |
| *[insert the position to be recruited] eg: Honours;  Higher Degree Research;  Post-Doctoral Fellow; Non-Academic Participants* | *[insert the duration of this appointment 12 Months, 36 Months* | *[insert information about Your recruitment approach including direct appointment/internal/external)]* | *[insert comments including if a person has been identified for this position, challenges in recruiting that person, or more broadly in identifying persons for the position]* | *[insert the anticipated date that this position is planned to be filled]]* | *[insert Program the person is employed under]* | *[insert how this position will be supervised]* | *[insert how You will train the recruited personnel]* | *[insert information on the budget including if this is as per the Project budget and if You modified/changed the budget to attract suitable/eligible personnel]* | *[insert comment]* |

Please delete these notes when uploading the document.