**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.