

Marie Curie sponsored researchers fall into 3 groups as described below. It is important to ensure they are recorded accurately so please take a moment to review these options and follow the appropriate advice.

What's changed?

Updated to include clarification on pay group and entering salary and allowance details
Nov16

- 1. Marie Curie Fellows (MCF)** - these post-docs were previously paid against grade 7 or 8 and are now paid against a spot salary on grade MCF, they are employed for a minimum of 3, maximum of 24 months (typically 24 months).
- 2. Marie Curie Researchers (MCR)** - early career researchers, post-graduate but do not have a DPhil. They come under the same EU scheme as the students but without the student registration/status and are employees paid against a spot salary on grade MCR. They are employed for a minimum of 3 and maximum of 36 months (typically less than 36 months).
- 3. Marie Curie Students (MCS early career researcher/student)** – these are 3 year studentships plus worker category (minimum 3, maximum 36 months, typically for entire 36 months). Because of their studentship status they are non-employees and receive a living allowance rather than a salary.



Note: MCFs and MCRs should have their living and mobility allowances combined into a spot salary.

This guide covers the following process steps:

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Marie Curie Fellows

- Raise staff request for new post as per [QRG: RQ1 Creating and approving a staff request](#)
- Choose **Job Title** of **Marie Curie Fellow**
- **Pay Scale** = **Marie Curie Fellow**
- Provide details of expected salary/allowances in the **Additional Information** field.

Marie Curie Researchers

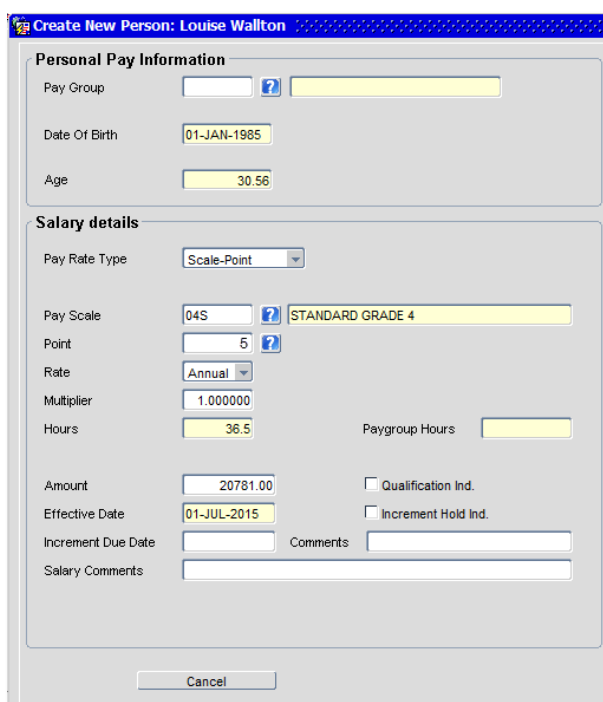
- Raise staff request for new post as per [QRG: RQ1 Creating and approving a staff request](#)
- Choose **Job Title** of **Marie Curie Researcher**
- **Pay Scale** = **Marie Curie Researcher**
- Provide details of expected salary/allowances in the **Additional Information** field.

Marie Curie Students

Follow the guide [QRG: PA2k_ Marie Curie Students](#).

Appointing an MCF or MCR

- When appointing follow [QRG: PANS0 Pre-arrival and new starter guide](#) or [QRG: PA2g Direct appoint.](#)
- Specifically in the Salary Details section:



The screenshot shows a software interface for creating a new person record. The title bar reads "Create New Person: Louise Wallton". The form is divided into two main sections: "Personal Pay Information" and "Salary details".

Personal Pay Information:

- Pay Group: [Empty field]
- Date Of Birth: 01-JAN-1985
- Age: 30.56

Salary details:

- Pay Rate Type: Scale-Point
- Pay Scale: 04S STANDARD GRADE 4
- Point: 5
- Rate: Annual
- Multiplier: 1.000000
- Hours: 36.5
- Paygroup Hours: [Empty field]
- Amount: 20781.00
- Effective Date: 01-JUL-2015
- Increment Due Date: [Empty field]
- Salary Comments: [Empty field]

There are checkboxes for "Qualification Ind." and "Increment Hold Ind." which are currently unchecked. A "Cancel" button is located at the bottom of the form.

PA2p - Marie Curie Fellows and Researchers



As they are paid via a spot salary, enter details as described below:

Field Name	Description
Pay Group	21 - University Senior
Pay Rate Type	Select Personal .
Pay Scale	Reselect relevant scale MCF or MCR
Amount	Enter the total annual salary including living and mobility allowances .
Paygroup Hours	This value has no impact on pay and should be ignored.