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.

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:

- **Marie Curie Fellows**
- **Marie Curie Researchers**
- **Marie Curie Students**
- **Appointing an MCF or MCR**

**Marie Curie Fellows**

- Raise staff request for new post as per [ORG: 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:
As they are paid via a spot salary, enter details as described below:

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