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| AWARDS APPEALS PROCESS: **INITIAL APPEAL FORM** APPLICANT’S WRITTEN SUBMISSION |

Before completing this Initial Appeal Form, you are advised to carefully read the Code of Practice on Award Appeals.

Please note that:

* **Your Initial Appeal Form must be submitted within 10 working days once you have been notified of the decision on your NUI Awards application.**
* **Your responses should be word processed and be clear and concise.**
* **The appeals process is evidence-based. Your submission must be corroborated by evidence.**
* **Failure to complete this form correctly and submit evidence promptly will delay the process of your appeal.**
* **You must submit your completed form and corroborating evidence by email, as attachments, to** [**awards@nui.ie**](mailto:awards@nui.ie)**.**

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| Section One: General Information |

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| Name |  |
| Award applied for |  |
| Email |  |

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| Section Two: Appeal |

2a) Please state the Awards decision you wish to appeal.

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2b) Please state what you would like the outcome of this appeal to be.

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| Section Three: Grounds for Appeal |

**Please consult section 2.2 of the NUI Code of Practice on Award Appeals before completing this section.**

3a) Please confirm that you are appealing on the following ground:

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| That there was, on the part of NUI, an administrative or procedural irregularity, or a failure in the relevant assessment process, which gives rise to a reasonable doubt as to whether the decision would have been different if it had not occurred. | YES |

3b) Please give full details of your case, in chronological order (maximum 500 words). Please ensure that you make direct reference to the ground you are appealing on and only give relevant information to your case.

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| Section Four: Evidence |

Circumstances cited this appeal must be supported by independent documentary evidence. This form must be accompanied by all evidence that you wish to be considered.

Evidence will be shared with employees of NUI who will process and review your application. If at the conclusion of these processes you choose to submit a Senate Review, information may also be shared with employees of the constituent universities and recognised colleges of the NUI federation. You should therefore ensure that where evidence relates to third parties, you have their permission for this information to be disclosed.

4a) Please **list** the documents that you are submitting. Please submit your evidence as a separate document(s). All documentation must be in English or be accompanied by certified translations.

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| Section Five: Declaration |

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| I can confirm that the details of my case as laid out above are true to the best of my knowledge and belief.  I can confirm I have permission to share any third-party details as provided in my accompanying documentation.  I can confirm I am not using this appeal process with the aim of circumventing or setting aside the professional or academic judgement of selection panel members on the performance of my application. | | |
| Signed |  |  |
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| Name |  |  |
| Date |  |  |
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