Date

Re. Eligibility extension request for XXX

To whom it may concern,

I experienced the following full time equivalent (FTE) career disruptions and an extension of xx years/months FTE equivalent is being requested in order to allow my eligibility under the Post PhD criteria of the above grant/fellowship application.

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| --- | --- | --- | --- |
| **Date post PhD** | **FTE Career Disruption (1.0 = Full time)** | **Type of leave taken and reason** | **Total period (in months FTE)** |
| January 2012 – March 2012 | 0.5 | Carer’s Leave (parental responsibilities) | 1 month |
| May 2012 – June 2012 | 1.0 | Personal Leave (extended sick leave) | 1 month |
| August 2012 – December 2013 | 1.0 | Carer’s Leave (Caring responsibilities for elderly parents) | 16 months |

|  |  |
| --- | --- |
| Disruption Category | Total period |
| Carer responsibilities | 17 months |
| Illness | 1 month |
| Other (i.e non-research related employment) | 0 |
| Amount of additional time to add for every year of career disruption (using 6 months pro rata for every year of full time career disruption) | 9 months |
| **Total career disruption being requested for consideration** | 2 years 3 months |

Please do not hesitate to contact me if you require any additional information.

Yours sincerely

Applicant signature

Applicant Name

Applicant position