

Application – Research group leader

Department of Laboratory Medicine

Important! Read KI's "Academic leadership at the research group level". The specified criteria in the document must be met to be eligible to apply. Please see enclosure 1-91/2015 at the end of the document.

First- and last name (applicant):

Division:

Specific requirements for research group leaders at Labmed (*all must be met*)

I am an associate professor or equivalent (*enclose recommendation*) and have an employment or association at Labmed valid for at least 2 years from the date of application.

I have attended or am registered to attend the mandatory KI leadership training course: "Det formella operativa ledarskapet". *Enclose certificate or confirmation.*

I certify that I have external funding. *Enclose financial documentation.*

Comments:

This form is signed digitally. (*Note! Mac-users must use Safari*)

- Once the form is complete, **applicant** and **division head** signs via [EduSign](#).
- When the above signatures are completed, email the form to **head of administration** for further process.
- The digital signatures are located on the last page in this document.

Application process

1. The application process is initiated and approved by the head of division.
2. Send the completed form to the head of the department.
3. The application is processed by the Labmed planning committee.
4. The head of department decides and gives feedback to the applicant and head of division.
5. The decision is sent to the archivist for registration.

Follow-up and evaluation

1. The assignment is valid as long as the above criteria are met.
2. The head of division is responsible to follow-up and evaluate the assignment. At the yearly performance management dialogue for example.
3. The head of division is responsible for informing the head of the department if the assignment is to be withdrawn.

Decision

Application as research group leader at the department of Laboratory Medicine

Based on the enclosed application the following decision has been made:

Application is approved

Application is denied

If the application is denied, comment (*mandatory*):

If application is approved, the **digital signature** from **head of department** can be found on the last page.