**Department of Applied Mathematics and Theoretical Physics (DAMTP)**

**Notification of CSS for Research Staff Meeting Form**

Please read the document *Career Support Scheme for Research Staff (CSS) – Guidance for Research Staff and Advisors* before completing this form. This form is to notify the HR Office that a meeting has taken place and for any issues that need to be escalated to the Deputy Head of Department (People and Projects) or the Head of Department to be recorded.

This form should be returned to the Maths HR Office (hr-office@maths.cam.ac.uk) as soon as possible after the meeting has been held.

**Section 1**

|  |  |
| --- | --- |
| Researcher |  |
| Advisor |  |
| Date of meeting |  |

**Section 2**

Please give details of any issues or concerns that need to be escalated:

Signed:

|  |  |
| --- | --- |
| Researcher |  |
| Advisor |  |
| Date |  |