



UCL

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User Check List: Contract Modification and Extension

**Applicable for the following Associated Members of the Personnel (MPA):
USER, Cooperation Associate (COAS) and Visiting Scientists (VISC)**

Introduction

The contract modification and extension form document allows you

- To extend your contract as MPA with CERN. You will normally be informed by e-mail when you can renew your contract using this document.
- To change your experiment or project if you are a USER
- To change the average presence at CERN

The form is applicable to the following Associated Members of the Personnel:

- **USERS** participating in an experiment who are attached to an institute team, indicated by “CERN Status: USER” at the top of the document.
- **COAS**: Cooperation Associates participating as scientists under an agreement between their Home Institution and the Organisation who are attached to a CERN group (Organic Unit), indicated by “CERN Status: COAS” at the top of the document
- **VISC**: Visiting scientists appointed by a Head of Department to participate in the activities of that department who are attached to a CERN group (Organic Unit), indicated by “CERN Status: COAS” at the top of the document

Steps to follow

To check and request extension of your User contract, change your experiment or project or change your average presence at CERN:

- Click on the EDH - contract modification and extension form icon
- Verify your personal data and update them if necessary. Select the form approval mode
- Attach all supporting documents and ‘Send’ the document

Step 1: Creation of the UCL form

Click on the EDH - contract modification and extension form



You may access the **contract modification and extension form** by clicking directly on the corresponding icon on the Desktop.

The contract modification and extension form document will open displaying your personal data: your name will appear automatically at the top of the document.

You can access your personal data such as private address and contractual details by clicking on the hyperlink 'View HRT details'.

All CERN USERS, COAS and VISC can update this form for themselves.

Step 2: Enter your new CERN contract end date

In order to be registered as a CERN USER, COAS or VISC, you must provide a signed Home Institution Declaration (HID). If your contract with your institute has been extended, please enter the new CERN contract end date requested. The end date of your contract with CERN cannot be beyond the end date marked in your HID.

Step 3: Check your e-mail address

The e-mail address indicated is the one used for all official communications. It is essential that this is correct. Please update it if it is incorrect.

Step 4: Check your CERN office and telephone numbers

If incorrect, USERS have to inform their experiment secretariat (or the Users' Office if their experiment does not have a secretariat at CERN), COAS and VISC their department secretariat.

Step 5: Check your local private address (your address in the Geneva region)

The current local private address as registered in the database is displayed.

If this has changed then you **MUST** update it with the [EDH LAC](#) document before proceeding with the contract modification and extension form document.

Step 6: Check your non-local private address

This is your private address in your home country. Please update it if it has changed.

Step 7: Check your emergency Contacts

The details of your emergency contacts are displayed. If the information is incorrect, please update it with the [EDH EC](#) document

Step 8: Confirm your status in your Origin institute

You are requested to electronically sign via this form that you understand and certify your employment status in your Origin Institute and choose the option which matches the one marked in your Home Institution Declaration.

Step 9: Confirm or update your primary experiment participation

A USER is associated with a primary experiment. The Contract Modification or Extension Form has to be signed by the Team Leader or Deputy Team Leader of the primary experiment. Please update it if it has changed. Only experiments in which your institute participates will be selectable from the pop-up list.

A COAS or VISC is attached to a CERN organic unit. The Contract Modification or Extension Form has to be signed by your Supervisor. Please update it if it has changed. If your department has changed, please ask the secretariat of the department which you are leaving to prepare this transition (via a 'PAF') and then go to the Users' Office.

Step 10: Confirm or modify your secondary experiment participations

If you are a USER and you have secondary experiment participations, please indicate for each if the participation has ended or not. If you have a new secondary participation, please add it.

Step 11: Update your average presence at CERN if it has changed

Your average presence at CERN during your association is very important for determining your residential status. Please update it if it has changed

Step 12: Select the form approval mode

The form approval mode can be “EDH Signature” or in exceptional cases “Manual Signature” is accepted. In the case of EDH signature you can select the order in which the document should be routed. For “Manual Signature”, the form has to be printed for signature. The paper form has to be signed by the Team Leader or Deputy Team Leader for a USER or by the supervisor for a COAS or VISC and taken to the Users’ Office with all supporting documents.

Step 13: A For EDH signature, attach the supporting documents and ‘Send’ the form



Once your document is filled in you can send it by clicking on the  button placed at the top of the document and entering your authorization password.

All supporting documents should, if possible, be scanned and attached to the EDH document. Once your request has been handled the Users’ Office will inform you.

