Mathematical and Physical Sciences Faculty Caring Fund Pilot

Document type	Procedure
Scope	All staff and PhD students within MAPS
Applicability date	01 October 2019
Review date	01 October 2020
Approve date	29 August 2019
Approver	Prof Ivan Parkin (MAPS Dean)
Purpose	Offers information and guidance on how to apply for financial assistance within the Faculty of Mathematical and Physical sciences to cover caring expenses associated to work related activities undertaken outside of normal working patterns.

Version number	Author	Date
2.0	Prof Alexandra Olaya-Castro MAPS Vice-Dean (EDI)	27 August 2019

Table of Contents

1. **Background**

Sustainable coexistence of work or study with parent and other caring responsibilities is essential to develop a healthy and efficient academic culture. UCL has identified a college-wide need to improve the consistency of support experienced by staff and students around childcare and caring responsibilities.

In response to this need, a Caring Fund within the MAPS faculty was created during the 2017-2018 year, to enable staff (interpreted broadly as academics, researchers, teaching fellows, professional services technical staff) and PhD students with caring responsibilities, to attend meetings, conferences, workshops and events outside normal working patterns. The Faculty has allocated **£5K** per annum for this purpose.

For the 2019-2020 academic year and as part of the MAPS faculty EDI strategic plan for the 2019-2022, we have revised the form and guidelines for this Fund. This pilot will be evaluated at the beginning of September 2020.

Please, note that applicants having access to grant funding where caring expenses are allowed should use such grant funds in preference to this scheme. Please, see link below.

http://www.ucl.ac.uk/finance/policies-procedures/accordion-expenses/annex-5

2. **Eligibility**

2.1.   In order to be eligible for the MAPS Caring Fund you need to be either a member of staff (academics, researcher assistants, teaching fellows, professional services and technical staff) or a PhD student within the MAPS faculty.

3. **Procedure**

3.1.   Complete the MAPS Caring Fund application form located in Appendix A and submit it **at least three weeks before the event** to: **maps.caring@ucl.ac.uk**

3.2.   A Faculty-level panel will consider the applications on a "first-come-first-served" basis until the fund is exhausted in a given financial year

3.3.   Successful applicants will be notified via email and an account code to which authorised expenditure should be charged will be indicated.

3.4.   After the expenditure has been incurred, applicants should submit an expense claim form via iExpenses and send receipts to Accounts Payable. Claimants should use the 'Exceptional Items' category on iExpenses

3.5.   Applicants allocated funding through this route should submit a brief report within a month of the work activity

4. Conditions

4.1.   For the purposes of this fund, 'Caring' can mean childcare, care of elderly or any other family members or dependants requiring help.

4.2.   Claims up to £500 will be considered per person, per year. In exceptional circumstances there will be scope for higher awards to be made, at the discretion of the panel. If in doubt submit a request for the higher amount.

4.3.   A brief report of max 200 words should be submitted to the fund (**maps.caring@ucl.ac.uk**) within a month of the work activity.

4.4.   Childcare or caring responsibility costs may only be claimed in association with work activities undertaken outside of normal working patterns (e.g., childcare or eldercare costs while the primary carer attends a conference, training or meeting requiring them to work outside usual contracted hours).

4.5.   Some examples of how the grant could be used are: extended hours for a child-minder or a care worker to cover time when arriving home later than normal; babysitter costs; overnight care costs; travel expenses for friends or relatives to come to you to look after dependants; after school activities; clubs or play schemes.

4.6.   There must be an auditable record such as conference attendance confirmation and receipts for the cost of the childcare or caring responsibility. These must be submitted in order for the claim to be processed. Applicants are advised to submit their claims with receipts as soon as possible once expenditure has been incurred.

4.7.   Grants will be made on a "first-come-first-served" basis until the fund is exhausted in a given financial year.

4.8.   The allocation of awards will be decided by a small Faculty panel chaired by the MAPS Vice-Dean (EDI). Priority will be given to applicants without alternative access to funds.

4.9.   In the event of cancellation or non-attendance applicants should notify the Faculty Office ASAP (**maps.caring@ucl.ac.uk**) so that the funds can be redistributed.

4.10. The Fund and its conditions will be reviewed by the beginning of the academic year 2020-2021.

Appendix A: MAPS Caring Fund application form

MAPS Caring Fund application form 2019/2020
Name of applicant, department and date of application:
Details of event (e.g. conference) for which funds are sought (name, dates, location):
What will the funds be used for? e.g. *Extended hours for a child-minder or care worker to cover time when arriving home later than normal; Babysitter costs; Travel expenses for friends or relatives to come to you to look after dependents; After school activities, clubs or play-schemes. Other (please specify).*
Funds requested, including breakdown of total cost into the categories above:
Have provision of funds been sought from other providers e.g. RCUK, London Mathematical Society, IoP, where relevant? If so, please specify amount.
Line Manager Approval (name, signature, date):
Head of Department Approval (name, signature, date):
Note: If funding is approved a maximum 200 word report is to be submitted to the fund maps.caring@ucl.ac.uk
For the panel use only: Successful   Unsuccessful
Approved Funds (in GPB £):
Signature of Panel Chair (name and date):
Notes: