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| **UCL Ear Institute Conference & Training Courses Fund**  Application Form | **CHECKLIST**  Information on previous UCL Ear Institute Conference & Training Courses Fund Awards  Proposal **including** how attendance will benefit the Ear Institute  Estimated costs and assured contributions  Line Manager’s approval |

The UCL Ear Institute Conference and Training Courses Fund offers financial support of up to £300 (to all Ear Institute staff (including Professional Services staff) to attend a conference or training course essential to their area of work and/or professional development opportunity.

The Conference and Training Courses Fund was established **mainly for those members of staff who normally do not have access to funding to attend conferences or training courses**.

It is also set up to assist staff with covering part of expenses relating to caring for dependants (e.g. childcare, caring for elderly or family members with disabilities etc.) to enable staff to attend Conferences or Training Courses.

Priority will be given to activities which provide a clear benefit to the Ear Institute (beyond career development of the applicant), and for which no other funding source is feasible. In other cases, a personal contribution would be expected.

* Staff are entitled to receive only **one** award per financial year (1st August – 31st July) of a maximum of £300
* A maximum of 10 awards will be available per financial year; £1500 every six months
* Staff need to clearly state how attendance will benefit them **AND** the Ear Institute
* Application forms need to include line managers’ approval

1. Applicant’s Details

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| --- | --- | --- | --- |
| Title: | First name: | Family name: | |
| Email: | | | |
| Academic Staff  Research/Postdoc  Teaching Staff  Technician Professional Services Staff | | | |
| Salary funding source:  HEFCE  Grant Funded | | | If grant funded, please provide funder information: |
| Do you participate in EI committees (e.g. Health & Safety Committee, EI Athena Swan Self-Assessment Team etc.):  Yes  No | | | If ‘Yes’, please specify: |
| Signature: | | | Date: |

2. Previous Applications

Please list any previous funding received by the Ear Institute Conference & Training Courses Fund

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| --- | --- | --- | --- |
| Conference/Training Course | Location | Date of Award | Amount received |
|  |  |  |  |

3. Proposal

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| --- | --- | --- |
| Name of Conference/Training Course: | | |
| Location: | Date from: | To: |
| **Please state how attendance will contribute to area of work and/or professional development AND how it will benefit the Ear Institute (300 words maximum):** | | |

4. Estimated Costs & Contributions

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| --- | --- |
| **Conference/Training course fee**:  **Travel:** (please give details)  Expenses relating to caring for dependants (e.g. childcare, elderly, disabled).  **Other Expenses:** (please give details)  **Total estimated costs:** | £  £  £  £  £ |
|  |  |
| Have you applied for other funding? If so, please provide details of amount requested and expected date of outcome:  **Assured contributions** (please give details): |  |
|  |  |
| Amounts assured from other sources (e.g. grants). Please provide information on source and amount: | £ |
| Personal contribution: | £ |
| **Total Assured Contributions:** | **£** |
| **Amount Requested from the UCL Ear Institute Conference & Training Course Fund** | **£** |

5. Line Manager’s approval

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| --- | --- |
| Full name of Line Manager (please print): | |
| I fully support       (applicant’s name) application to the UCL Ear Institute Conference & Training Course Fund  Yes  No | |
| Signature: | Date: |

6. Head of Department’s or Institute Manager’s approval \*

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| --- | --- |
| I approve this application:  Yes  No  Yes, with an amended EI contribution  [notes] | |
| **UCL Ear Institute Conference & Training Course Fund contribution** | **£** |
| Name (please print): | Date |