



COVID-19 Career Support Scheme (Round 2): Application Form

UCL has launched the COVID-19 Career Support Scheme (CCSS), which is an equity and inclusion-based response to the understanding that the pandemic has impacted individuals in our community differently.

The purpose of the scheme is to mitigate adverse impact caused by the pandemic that results in lost work productivity that may cause longer-term career harm without additional support from UCL.

Applicants must be able to show how support provided through this scheme will provide a short-term boost to regaining career momentum that has been caused by the pandemic. This application form seeks to gather information to support decision-making and allocation of funds through the scheme.

Summary information on the scheme is available at <https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/covid-19-career-support-scheme/covid-19-career-support-scheme-summary> (<https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/covid-19-career-support-scheme/covid-19-career-support-scheme-summary>).

Guidance on the scheme is available at <https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/covid-19-career-support-scheme/covid-19-career-support-scheme-guidance> (<https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/covid-19-career-support-scheme/covid-19-career-support-scheme-guidance>).

Applicants are strongly advised to read the summary and guidance documentation before completing this form.

This application must be completed in one sitting and will take approximately 15-30 minutes. Once you have completed each page of the form you will be able to navigate backwards and forwards through it, allowing you to edit responses.

There are five sections: Contact details and current role information, reasons for applying, specific questions in relation to the stream you are applying to, personal information and equality and diversity monitoring questions.

You may want to think ahead as you will be asked about the following:

- a description of the disruption to your work/productivity because of the pandemic
- what would help you
- how the funding will be spent/breakdown of costs
- the contact details of a person who could support you (this is optional for applicants to the

STTRAP stream)

- details of your local finance officer (needed by applicants to the Equity Bridging Fund stream only)

Please click the 'Submit' button on the last page to submit your application.

If you have any questions, please e-mail the CCSS Co-ordinator:

C19-Career-Support-Scheme@ucl.ac.uk (mailto:C19-Career-Support-Scheme@ucl.ac.uk).

* Required

* This form will record your name, please fill your name.

Contact details and current role information

1. How did you find out about this scheme? *

- The Week@UCL
- Equality, Diversity & Inclusion Newsletter
- HR Business Partners
- Departmental administrator or equivalent
- Through an equality, diversity & inclusion staff network

Other

2. Please specify *

3. Telephone number *

4. Faculty/Central Professional Services *

- Central Professional Services
- Faculty of Arts and Humanities
- Faculty of the Built Environment (The Bartlett)
- Faculty of Brain Sciences
- Faculty of Engineering Sciences
- Institute of Education
- Faculty of Laws
- Faculty of Life Sciences
- Faculty of Mathematics and Physical Sciences
- Faculty of Medical Sciences
- Faculty of Population Health Sciences
- School of Slavonic and East European Studies (SSEES)
- Faculty of Social and Historical Sciences

5. Department *

6. Are you on a fixed-term, time-limited or funding-dependant contract? *

- Yes
- No

7. What is your contract end date? *



Format: M/d/yyyy

8. What is your project end date? *



Format: M/d/yyyy

9. Please select the option that best describes your job role *

- Academic staff
- Research staff
- Teaching staff
- Technical staff
- Professional Services staff
- Manual and staff
- NHS-related

Other

10. What is your FTE? *

- 0.1 - 0.2 FTE
- 0.2 - 0.4 FTE
- 0.4 - 0.6 FTE
- 0.6 - 0.8 FTE
- 0.8 - 0.99 FTE
- 1.0 FTE

11. What grade are you on?

- UCL Grade 1
- UCL Grade 2
- UCL Grade 3
- UCL Grade 4
- UCL Grade 5
- UCL Grade 6
- UCL Grade 7
- UCL Grade 8
- UCL Grade 9
- UCL Grade 10

Reasons for applying to this scheme

12. By how much has your work capacity been disrupted/or you expect it to be disrupted by COVID-19 and lockdowns? *

- Not at all
- 0% - 25%
- 25% - 50%
- 50% - 75%
- More than 75%
- It fluctuates

13. Summarise the disruption to your work that you have experienced. *

14. Provide a brief description of how the disruption to your work has the potential to cause longer-term career detriment. *

15. Have any equity and inclusion-related circumstances affected the disruption to your work? *

By equality-related circumstances, it means those that are related to a protected characteristic under the Equality Act 2010. Please refer to the list of protected characteristics found here:

*<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>
(<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>)*

- Yes
- No
- Not sure

16. Provide a brief summary of how equity and inclusion-related circumstances have impacted on your work due to the pandemic. *

17. Has COVID-19 resulted in an increased workload, more working hours or new responsibilities for you? *

Yes

No

18. Provide a brief description of how the disruption to your work has the potential to cause longer-term career detriment. *

19. Have you applied for or been awarded a no cost or time-only extension for your project? *

Yes

No

Not applicable

20. Has it been successful? *

Yes

No

21. Please state why it was unsuccessful *

22. If other, please specify: *

23. Are you waiting to hear about support from another source? *

Yes

No

24. Please provide details: *

25. What was the outcome? *

26. Have you been furloughed? *

Yes

No

I expect to be furloughed

27. Which strand of the scheme are you applying to: link to guidance *

Giving Back Time

Equity Bridging Fund

Supporting Teaching, Technical, Research, Academic and Professional Services (STTRAP)

Giving Back Time (GBT) Stream

This stream provides a payment of up to £500 to support successful applicants to benefit from a short-term boost to their work capacity. For example, it could be used to pay for additional child-related expenses over and above the applicant's usual arrangements.

28. Please summarise how the funding will be used to support you by giving you back lost time and productivity. Include a breakdown of costs. *

Equality Bridging Fund (EBF)

This provides grants of up to £10,000 (averaging £5,000) to support award-holders with their work. This includes salary costs (via extensions to contracts), and increasing FTE if required.

29. How much funding are you requesting? *

- up to £800
- up to £2500
- more than £2500

30. Please provide a summary of the breakdown of the costs. *

31. If applying for funds to extend your project, please confirm that you have the permission of your PI or Manager to seek extension funding through this scheme. *

- Yes, they are supportive.
- No, they are not supportive.
- No, I have not spoken to my manager.

32. Please provide the name and email of the person who carries out your MyHR departmental transactions for your department, usually the local HR/Finance Officer. These will be required if your application is successful. *

Supporting Teaching, Technical, Research, Academic and Professional Services (STTRAP)

Provides funds to pay for students engaged through UniTemps to support UCL staff with their work. Applicants can apply for either 20 or 40 hours of support from a student and payment will be handled centrally.

33. Please confirm how many hours of support you are applying for: *

- 20 hours
- 40 hours
- Other (less than 40 hours)

34. Please specify *

35. Please outline how this support will help you.

36. Do you already have a person in mind that can support you? Please refer to guidance available here: <https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/covid-19-career-support-scheme/covid-19-career-support-scheme-guidance> (<https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/covid-19-career-support-scheme/covid-19-career-support-scheme-guidance>). *

If your application is successful, they will be sent a registration request via email directly from UniTemps (please refer to the guidance in relation to right to work and visa requirements). (Note, they can register ahead of time).

- Yes
- No

37. Please provide this person's first and last name. *

38. Please provide this person's email address. *

39. Which grade will the person be recruited to? *

- Grade 5
- Grade 6
- Grade 7

40. Has the person confirmed that they are willing to take on this assignment and be registered with UniTemps? *

- Yes
- No

41. Are you applying for additional support from a current Post-Graduate Teaching Assistant? *

Note: current PGTAs can only be employed through the Equity Bridging Fund stream. By clicking 'Yes', you will be re-directed to this stream.

- Yes
- No

Personal and contextual information

Please provide any additional personal information, by completing the below sections, that you would like to be taken into account. This information will be treated with the strictest confidence and will only be seen by the Scheme Coordinator and members of the Steering Group. It will also be used for anonymous monitoring and reporting purposes.

You do not have to provide this information. However, the scheme is intended to target and benefit those with the greatest need, so any information that you can provide to help the Steering Group make informed decisions on how to best allocate funding will be very helpful.

42. Have you received funding from the scheme before? *

- Yes
- No
- Haven't applied before

43. Which stream did you receive funding from? *

- Giving back time
- Equity bridging fund
- STTRAP

44. How much funding did you receive? *

45. Are you... (tick all that apply)

- A single parent
- A parent of a child/children under 5
- Parent of a child/children aged between 5-11
- Parent of a child / children aged between 11-18
- Parent of a child/children with additional needs
- Unable to work from home due to nature of research or teaching activity
- Disabled
- I am from a group that is disproportionately affected by the pandemic (e.g. pregnant, 70+, BAME)
- I live with a family member/partner who is disproportionately affected by the pandemic (e.g. pregnant partner, 70+, BAME)
- N/A

46. Do you have significant caring responsibilities for an adult dependant? Significant means someone who is unable to cope without your support.

(<https://www.england.nhs.uk/commissioning/comm-carers/carers/>
(<https://www.england.nhs.uk/commissioning/comm-carers/carers/>))

- Yes
- No

47. If yes, how many hours per week do you have additional caring responsibilities?

- 0 - 3.5 hours
- 3.5 - 7 hours
- 7 - 14 hours
- More than 14 hours

48. Please describe what impact your caring responsibilities have had on your work in the context of COVID-19.

49. Have you experienced significant bereavement due to the COVID-19 pandemic?

Note: Significant bereavement includes the death of an immediate family member in COVID-19 related circumstances or the loss of multiple family members

Yes

No

50. Have you been shielding?

Yes

No

Equality & Diversity Monitoring Questions

51. Do you have a disability that meets the definition of the Equality Act 2010?

A disability is defined in law as 'a physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out their normal day-to-day-activities'.

<https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/defining-disability>
(<https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/defining-disability>)

- Yes
- No
- Prefer not to say

52. Please indicate which of the following applies to you:

- A mental health condition (e.g. depression, schizophrenia or anxiety disorder)
- A physical impairment or mobility issues (e.g. difficulty using arms, uses wheelchair or crutches)
- A social/communication impairment (e.g. speech and language or Asperger's/Autism)
- Specific learning difference (e.g. dyslexia, dyspraxia or AD(H)D)
- Blind or a serious visual impairment uncorrected by glasses
- Deaf or significant hearing impairment
- General learning disability (e.g. Down's syndrome)
- Long standing illness/condition (e.g. cancer, HIV, diabetes, heart disease, or epilepsy)
- A disability, impairment or health condition that is not listed above
- Prefer not to say

53. Please describe what impact your impairment has had on your ability to work in the context of the COVID-19 pandemic.

54. What is your gender?

Woman

Man

Non-binary

Prefer not to say

Other

55. Do you identify as trans?

Yes

No

Prefer not to say

56. How would you describe your ethnicity?

- Arab
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - other background
- Black or Black British - African
- Black or Black British - Caribbean
- Black or Black British - other background
- Chinese
- Gypsy or Traveller
- Mixed heritage - White and Asian
- Mixed heritage - White and Black African
- Mixed heritage - White and Black Caribbean
- Mixed heritage - other ethnic backgrounds
- White - British
- White - Irish
- White - other background
- Other ethnic background
- Prefer not to say

Other

57. What is your sexual orientation?

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual
- Prefer not to say

58. What is your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Spiritual
- No Religion
- Prefer not to say

Other

Thank you for submitting your application

59. Please confirm that you are happy to take part in a follow-up survey as part of the evaluation of the scheme.

Yes

No

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