**Division of Medicine**

Application form for small awards to assist personnel and projects in relation to periods of maternity/parental leave**. This award is now available to all staff, including professional, technical and administrative staff.** These funds are allocated *in addition* to the usual maternity and paternity salary entitlement available to all eligible staff, and may cover, for example, consumables to continue a project; support so that the applicant can attend a conference or facilitate a keeping-in-touch day; training to maintain or update skills; or short periods of salary for additional researcher time to keep a project moving in the interim. **Priority will be given to individuals who have not previously received funds under this award.** [It is expected people will only apply to this fund if their PIs cannot finance this additional](mailto:d.rowczenio@ucl.ac.uk) support via their own grants, discretionary accounts or other sources. We recognise that this is not always possible, so applications are invited from staff where it has not been possible to secure resource by other means.

Completed forms should be returned to Dorota Rowczenio Rowczenio, Dorota [d.rowczenio@ucl.ac.uk](mailto:d.rowczenio@ucl.ac.uk)

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| **Name of applicant** |  |
| **Details of previous claims submitted and outcomes** |  |
| **Details of individual taking maternity/ parental leave** | **Name of individual taking leave:**  **Anticipated dates of leave:**  **Current source of funding and end date:** |
| **For research requests, details of the relevant funder’s policy in terms of providing alternative resources during maternity/parental leave.** |  |
| **How much funding is being requested? Be specific about what this sum will fund (Eg. Consumables, salary, childcare,etc)** |  |
| **For requests to cover childcare expenses while attending a conference.** | **Conference Name:**  **Dates of Conference:**  **Attach an abstract: Y/N** |
| **For requests to provide staff costs.**  **Please first consult with Adrian Machinn (for Royal Free based staff; a.machinn@ucl.ac.uk) or Aisha Carroll (for Bloomsbury based staff; a.carroll@ucl.ac.uk) for recent costing information. Please consider and include all costs attached to the salary that will need to be covered.** | **Salary point and duration:** |
| **In the case of research-based requests, please provide details of alternative sources of funding available to the PI (e.g. discretionary funds) and an explanation about why these are not available to the applicant.**  **Consult with Liam Banks or Marion Atkinson if you are unsure of the balance of available funds.** |  |
| **Explanation of how this support will be of assistance to the PhD student/researcher in their work (if applicable)** |  |
| **Explanation of how this support will be of assistance to the Principal Investigator/group leader’s work (if applicable)** |  |