

School of Biological Sciences Carer Support Fund Application Form

About this fund

Many members of staff or PGR students have caring responsibilities or disabilities that can make attending conferences or training courses difficult. The School of Biological Science recognises that attendance at these events is important for career development and progression.

This Carer Support Fund will provide financial assistance to colleagues who wish to attend an appropriate conference or training course by providing up to £400 towards the cost of additional carer support.

Eligibility

- All staff and PGR students in SBS are eligible to apply for this fund
- A maximum of £400 per trip is available to support additional carer–costs (e.g. for children, elderly parents, partner or themselves) which are associated with attendance at a conference or training event (*This amount is based on £20 per hour for registered professional support, 6h a day, providing ~2-3 days cover, and may include travel costs*).
- The applicant must be actively involved in the conference/training course, e.g. giving a presentation, facilitating a workshop or acquiring a new skill to improve UoM output.
- The applicant should outline why they need additional carer support for this trip (providing supporting evidence, if available).
- Applications are limited to one claim per trip and two claims per person per academic year and can only be claimed retrospectively.
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Applications

- Completed applications should be submitted to Head of Division no later than 4 weeks prior to the meeting / conference
- All applications will be treated confidentially.
- Decisions will be based on eligibility, justification; and available funds for current academic year.
- All applications must be supported by the applicant's line manager/Supervisor.