

**APPLICATION FOR FUNDING
FROM THE IAHS STAFF DEVELOPMENT BUDGET**

**Criteria for applications:**

* This form should be completed in full, electronically signed by the applicant’s day to day line manager/supervisor to confirm their support of the proposed activity and returned via email to Kelly Gray (kelly.gray@abdn.ac.uk)
* Applications for funding should be made prior to the conference/course dates. Retrospective applications will not be considered.
* A maximum of one payment of up to £300 (**for poster presentation at a conference, for oral presentation at a conference, for a 3 minute presentation at a conference or for training**) will normally be allowed for an individual in any financial year [August 1st – July 31st]. The SDG will consider applications where evidence is noted that matching funds have been **identified** from an alternative source. Under **EXCEPTIONAL CIRCUMSTANCES**, the SDG may consider applications where **NO** matching funds can be identified (this must be confirmed by the group’s lead/Director). **Please note that the event must take place within the financial year.**
* Any change in circumstances for attendance will need to be communicated **in advance** to the committee as it could have repercussions.
* Applications by **junior/mid-career researchers** and **PhD students** will be given priority over senior researchers, particularly those applications from individuals who have not received SDG funding in the past 2 years.
* The SDG will consider applications from early-career researchers for **networking purposes** only where applicants can provide justification as to why they qualify.
* A successful applicant will be expected to submit a short report to the SDG within two months of the conference/training event. Applicants failing to return their report will be exempt from applying to the SDG for funding the following financial year.

|  |  |
| --- | --- |
| Name: (Block Capitals) |  |
| Post: |  |
| Research Group: |  |
| Email Address: |  |

|  |
| --- |
| Details of Conference/Course or other activity: |
| Title: |
| Location: |
| Date(s) |
| Is attendance at this event in line with the objectives set at your most recent Annual Review? | YES/NO |
| Are you attending a conference?:Yes, virtual Yes, in person No If yes, are you giving: (*please tick all that apply*)Oral Presentation Poster Rapid (e.g. 3 min)  Presentation**(*Please attach a copy of the abstract to the application, if applicable*)** |
| Please provide details on how this conference/course will support your staff development: |
| Funding Opportunities |
| Have you approached your line manager for financial support for the matching funds? If **yes**, please indicate either where these funds will come from, or explain why they can’t be matched (***this is under exceptional circumstances only***).If **no**, please provide a reason as to why you have chosen not to approach your line manager to discuss financial support for matching funds. |  YES/NO |
|  |
| Please provide details of any applications made to other sources for matching funding to attend this event: |
| Funding  |
|  | Total Cost | Matching Funds from Alternative Sources\* | Funding Requested from Staff Development Budget |
| Registration Fees: |  |  |  |
| Accommodation: |  |  |  |
| Travel: |  |  |  |
| Subsistence: |  |  |  |
| Other *(specify):* |  |  |  |
| **TOTAL** |  |  |  |
| *\* To be left blank if no matching funds* |  |  |  |  |  |
|  | Block Capitals | Signature | Date |
| Applicant: |  |  |  |
| Line Manager:  |  |  |  |
| Group Lead/Director: If different from Line Manager and no matched funding |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Funding Outcome |
| Staff Development Funds Awarded | Yes |  | No |  |  |
| If no, please provide explanation: |
|  | Signature | Date |
| SDG Member:(*Block capitals)* |  |  |
| SDG Member:(*Block capitals*) |  |  |

***Completed application forms should be emailed to Kelly Gray at kelly.gray@abdn.ac.uk***