

APPLICATION FOR TEACHING CONFERENCE TRAVEL SUPPORT

Teaching (Scholarship) Fund for Conferences or Teaching-related Visits

School of Natural and Computing Sciences

The School recognises that those on Teaching (Scholarship) contracts may have limited funds to travel to conferences or for other teaching-related events. Thus not only does the person miss out on opportunities to share best practice, the School and Discipline do not benefit from the body of knowledge across institutions.

Thus an amount of money will be available each year to support one or two individuals to attend such events.

Decisions will be based on eligibility and justification.

This is a pilot scheme and value to staff will be monitored by requesting all recipients of an award to submit a short report on how the funds were used and what the benefit of the meeting was to the recipient, as well as a requirement to disseminate this either through the report or potentially through an event.

Applications are open for the current year until March 2017.

Eligibility

1. The award is available to all on T(S) track.
2. Priority will be given to those who have *not* received an award in the previous two years.
3. The applicant must satisfy their Head of Discipline that no other funds are available for attending the conference.
4. Maximum grant/applicant is up to £350. The form requests justification of the total amount sought so there may be reasons for seeking more – please ask.
5. One reference is required on the form. This person (your day-to-day manager, or line manager) will be contacted prior to an award being made to ensure the conference attendance is an agreed activity.
6. No more than one award will be made to one individual per year.

Questions: Please email Julie Timms.

Please fill the application form on next page and email it to Julie Timms.

Please note that if the application is successful, payment of the award will be made on receipt of a short report (see above for guidance).

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Name & Position of Attendee:	
Contact Details:	
Name and place of conference:	
Date and expected length of conference:	
How will attending this conference benefit your career?	
Reason for requesting support. Justify the amount of funding sought, see guidance above, maximum award is £300.	
Any other relevant information.	
Name and contact details of your reference (day-to-day manager or line manager).	
Note this person will be contacted before an award can be made. We will also contact you to discuss and reach an agreement in principle.	
Date and signature of applicant:	
Date:	Signature