

Support Award for Scientific Conferences

The School of Medicine, Medical Sciences and Nutrition in support to Athena SWAN

The School of Medicine, Medical Sciences and Nutrition (SMMSN) recognises that many staff, both women and men, can be constrained from attending scientific conferences due to childcare responsibilities. A particular issue can be extra childcare costs incurred by being away at a conference. In light of this, we are delighted to announce the provision of *the Support Award for Scientific Conferences*.

Please see below for guidance on eligibility and the type of incurred costs the award may cover.

Decisions will be based on eligibility and justification while funds last. If the criteria outlined below are met, applications will be considered on a first come first served basis.

A panel will consider applications.

Payment will be made directly into your bank account by Payroll and is hence subject to income tax deduction. Payments will be made on receipt of any proof of attendance (e.g. conference attendance certificate or registration confirmation).

Eligibility

1. The award is available to both men and women with childcare responsibilities.
2. In case the scheme is oversubscribed, priority will be given to early-career staff (Post-docs and Lecturers).
3. Maximum grant per applicant is up to £250 and we request justification of the total amount sought.
4. 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.
5. No more than one award will be made per individual per year.

Expenses you can consider in the justification:

- Daycare expenses on-site at the meeting.
- Extra daycare expenses at home incurred because the primary caregiver was attending the meeting (for example, overtime at a daycare centre, expenses incurred in bringing a carer to the meeting to care during the conference).

Questions? Please email Dr Maria Grazia Cascio (m.cascio@abdn.ac.uk).

Please complete the application form on the next page and email it to Dr Maria Grazia Cascio.

APPLICATION FOR CHILDCARE COSTS FOR CONFERENCES
University of Aberdeen-The School of Medicine, Medical Sciences and Nutrition

Name of Attendee:	
Job title, Grade, Department (e.g. IAHS, IMS, RINH, IEMDS, IoD)	
Contact Details:	
Name and place of conference:	
Date and expected length of conference:	
Age of child(ren):	
How will attending this conference benefit your career?	
Reason for requesting support. Justify the amount of funding sought, see guidance above, maximum award is £250. Note that the award is taxable and will be paid directly into your bank account.	
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 (ie subject to attendance certificate and short report).	
Date and signature of applicant:	
Date:	Signature