

Carer Support Fund for Conferences and Meetings

The School of Medicine, Medical Sciences and Nutrition Athena Swan team



Athena
Swan
Bronze Award

Promoting inclusive working practices in SMMSN to increase the retention of valued colleagues (academics, professional and support staff). We are committed to achieving an equitable working environment for all genders.

The School of Medicine, Medical Sciences and Nutrition (SMMSN) recognises that many staff and students have caring responsibilities which can impact on their ability to travel to conferences or other meetings important for career development. To help with this, the school provides *the Care Support Fund for Conferences and Meetings*.

In the first instance, we hope that this will benefit a small number of early career staff members and postgraduate research students.

Award decisions will be based on eligibility and the justification provided by the applicant on their need for funds. Applications will be considered on a first come first served basis by a subgroup of the School Athena Swan Gender Equality Steering Team, and decisions will be communicated in writing as soon as possible. All applications will be treated in the strictest confidence.

Staff: Payment will be made directly into your bank account by Payroll and is hence subject to income tax deduction.

Postgraduate research students: Payments will be made through an expense claim form.

Payments will be made on receipt of the certificate of attendance or any other proofs of conference/meeting attendance (e.g. email from line manager/student supervisor confirming that the award recipient attended the event).

Eligibility

1. The award is available to all staff members and research postgraduate students with caring responsibilities. Examples of appropriate spend are given below.
2. Priority will be given to those who have *not* received an award in the previous two years and to early-career staff and research postgraduate students with young children under the age of 5. Maximum age of child for this scheme is 12 years old unless the child has additional caring requirements.
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 or the student's supervisor) will be contacted prior to an award being made to ensure the conference/meeting 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:

- Childcare daycare expenses on-site at the conference/meeting;
- Extra daycare expenses at home incurred because the primary caregiver was attending the conference/meeting (for example, overtime at a daycare centre);
- Expenses incurred in bringing a carer (babysitter or family member) to the conference/meeting to care for the child);
- Costs towards respite care incurred while applicant was attending the conference/meeting;
- Travel of relative or other care provider to applicant's home to provide care when the applicant is away;
- Additional day care or routine support over and above normal whilst the applicant is away.

Please note that we are committed to provide fair and consistent support to our staff and students. Therefore, you will be asked to address the question as to why someone in your family cannot provide support in your absence.

We will also not be able to support retrospective requests for funding.

Once we receive your application we will get back to you with a decision as soon as possible.


Questions? Please email Dr Asha Venkatesh (a.venkatesh@abdn.ac.uk).

Please complete the application form on the next page and email it to a.venkatesh@abdn.ac.uk



APPLICATION FOR CARE SUPPORT FUND FOR CONFERENCES AND MEETINGS

University of Aberdeen-The School of Medicine, Medical Sciences and Nutrition

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Name of Attendee:	
<p>Staff: Please specify Job title, Grade, Department (e.g. IAHS, IMS, RINH, IEMDS, IoD)</p> <p>PGR Student: Please specify your year of study (1st, 2nd etc.)</p>	
Contact Details (email):	
Name and place of conference/meeting:	
Date and expected length of conference/meeting:	

<p>Details of caring responsibilities (including age of child(ren), information on care required).</p>	
<p>How will attending this conference/meeting benefit your career?</p>	
<p>Reason for requesting support. Justify the amount of funding sought, see guidance above. Maximum award is £250.</p>	
<p>Any other relevant information (e.g please state why someone in your family cannot provide the support in your absence).</p>	
<p>Name and Signature of your day-to-day manager, line manager or supervisor.</p> <p>As Line Manager/ supervisor or day-to-day supervisor for the staff member noted above, please confirm, by signing below, that this request has been shared with you ahead of submission. If you have any comments, you wish to provide, please use the space below.</p> <p>Print Name:</p> <p>Signature:</p> <p>Any comments:</p> <hr/> <p>Date and signature of applicant:</p> <p>Date: Signature</p>	