

APPLICATION FOR CARE COSTS TO SUPPORT CONFERENCE ATTENDANCE

Carer Support Fund for Conferences or Research Visits

NCS Athena SWAN

The School recognises that many members of staff, particularly early career researchers, have caring responsibilities which can impact on their ability to travel to conferences. Attending conferences, presenting research findings and interacting with others in the field is important for career development.

In light of this, we are trialling a Carer Support Fund for Scientific Conferences.

Please see below for guidance on eligibility and the type of costs you can apply for.

Decisions will be based on eligibility and justification. If the criteria outlined below are met, applications will be considered on a first come first served basis by a sub-group of the Athena-SWAN SAT, and will be communicated in writing by the NCS SAO, Julie Timms. All applications will be treated in the *strictest confidence* due to the information requested.

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.

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 a short report.

Applications are open for the current year until March 2017.

Eligibility

1. The award is available to both men and women with caring responsibilities.
2. Examples of appropriate spend are given in the next page
3. Priority will be given to those who have *not* received an award in the previous two years and for those who have not attended a conference in the previous year.
4. Additionally, in case the scheme is oversubscribed priority will be given to early-career staff (post-docs and lecturers) 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.
5. Maximum grant/applicant is up to £300. The form requests justification of the total (after tax) amount sought.
6. 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.
7. No more than one award will be made to one individual per year.

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Expenses you can consider in the justification:

Children:

- Daycare expenses at the site of the meeting.
- Extra daycare expenses at home incurred because the applicant was attending the meeting (for example, extra time at nursery, cost of a babysitter, travel of a relative or other care provider to applicant's home to provide childcare when applicant is away)
- Expenses incurred in bringing a babysitter (or family member) to the meeting to care for the child.

Other caring responsibilities

- Costs towards respite care incurred while applicant was attending the meeting/visit
- Travel of relative or other care provider to applicant's home to provide care when applicant is away.
- Additional day care or routine support over and above normal whilst applicant is away.

You should address the question as to why your partner cannot provide the support in your absence (for example)

- No partner
- Partner working elsewhere
- Partner offshore
- Partner works shifts
- (etc.)

This is not meant to intrude, simply to maintain a level of consistent and appropriate support. This can be communicated to your ALM or other member of staff if you do not wish to put this on the form.

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:	
Details of caring responsibilities (including age of child(ren), information on care required).	
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.	
Any other relevant information.	
Name and contact details of your reference (day-to-day manager or line manager).	
<p>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.</p> <hr/>	
Date and signature of applicant:	
Date:	Signature