

APPLICATION FOR ECR CONFERENCE TRAVEL SUPPORT

ECR Fund for Conferences or Research Visits

NCS Athena SWAN

The School recognises that early career researchers may have limited funds to travel to conferences. Attending conferences, presenting research findings and interacting with others in the field is important for career development.

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.

Applications are open for the current year until March 2017.

Eligibility

1. The award is available to all early career researchers (within 5 years of a lectureship).
2. 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.
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 £300. The form requests justification of the total amount sought.
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