## ***A close up of a logo  Description automatically generated*Technical Skills & Conference Fund**

## Application Form

## Criteria

* ***Vocational relevance*.** The course/conference must be related to your current role in the University. You must demonstrate that the knowledge and skills you gain from the course/conference will assist in helping you successfully carry out your role. The application form requires you to specifically identify these job-related gains.
* ***External courses*.** You must show that the course is not available internally (e.g. through Professional Development or Central Short Courses).
* ***Support from line manager*.** It is important that you have support for the planned activity from your line manager who agrees that there is a job-related gain and is prepared, where appropriate, to ensure that you are given the time to attend the course/conference. The application form requires line manager input.
* ***Details of proposed activity***. In your application you must supply full details of the course/conference you are planning to attend. This must include details of the cost of the course/conference and associated travel expenses.

## Application

Name:

School/Department/Faculty:

E-mail address:

Job Title:

Statements:

* I have NOT previously been awarded funding from the Technical Skills & Conference Fund
* I understand that if awarded a grant, I will be required to complete a short report about the visit and my learning outcomes following my trip.
* I understand that I will provide an account of expenditure together with scanned copies of all relevant receipts.
* I have read and understood the Terms and Conditions for the Technical Skills & Conference Fund and agree to abide by these and any other conditions attached to any grant offered and accepted as a result of this application.

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| Please provide up to 100 words on your current role: |

Name of conference/training course:

Location of conference/training course:

Dates and duration of conference/training course:

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| Please provide up to 200 words on how attending this conference/course will benefit your career development and your role at the University: |

Funding requested: (*please provide a breakdown of proposed expenditure, i.e. registration fees, travel, accommodation, subsistence)*

Please advise on whether you have sought funding from your Faculty/School/Department and/or external sources: *(**applicants must seek funding from their Faculty/School/Department in the first instance and are encouraged to apply to the Fund if Faculty/School/Department funds are unavailable and/or if only a partial contribution is available).*

## Line Manager Approval

**Name:**

**Job Title:**

**E-mail address:**

**Signature:**

Statement of support detailing how the proposed conference/course will support the applicant’s role in the University and confirmation that you agree to give the applicant time to attend the course/conference if successful in their application (up to 150 words):