

# WIN Technicians' Network: CPD application

## Application

Wales Innovation Network is establishing and developing a Welsh technicians' network, enabling the sharing of best practice and collaboration to strengthen the research infrastructure environment in Wales.

Technical staff and Professional Services staff are able to submit a short application to participate in a collaborative learning opportunity at another institution with other professional services or technical staff. The application will give a more detailed overview of the activity, proposed outcomes and sustainability of skills developed.

The below application form is for individual Technical Staff and Professional Services Staff to participate in a collaborative learning opportunity. For larger collaborative learning opportunity sessions, please contact us at [innovation.network@uniswales.ac.uk](mailto:innovation.network@uniswales.ac.uk).

Detailed supporting documentation is provided:

- **Annexe A** sets out the funding rules.
- **Annexe B** sets out the selection criteria and guidance.
- **Annexe C** sets out the reporting template for activity which has been approved by WIN.
- **Annexe D** sets out reporting guidance.

Technical staff are asked to complete this form and return it to [innovation.network@uniswales.ac.uk](mailto:innovation.network@uniswales.ac.uk). Application forms must be received six weeks prior to the date of the requested activity.

## WIN Technicians' Network CPD application form

### Eligibility and guidance

- Applications must demonstrate activities enabling the sharing of skills, best practice and collaboration to strengthen the research infrastructure in Wales.
- Applications must demonstrate a collaborative opportunity with at least one other institution in Wales which must be identified prior to submitting the form.
- Funding is not available to cover normal staff development costs.

Name	
Institution	

Role and discipline	
Email address	
<b>Activity and goals</b> (Tick as many as apply)	<input type="checkbox"/> Sharing skills <input type="checkbox"/> Sharing best practice <input type="checkbox"/> Strengthening the research infrastructure and environment <input type="checkbox"/> Raising awareness <input type="checkbox"/> Technician Commitment support
Date of activity	
Location of activity	
<b>Co-collaborators</b> (Please provide, name, role, institution, and email address)	
<b>Please provide a summary of the activity and the proposed outcomes (250 words)</b>	
<b>Please provide details on how this activity will meet the goals that have been selected in the activity box (250 words)</b>	

## Breakdown of costs

Funding request (£)	
Please provide a spending breakdown of the amount requested:	

## Annexe A: Funding rules

1. Technical staff and Professional Services staff are required to receive relevant permissions from their faculty/department prior to submitting an application.
2. Applications must be received at least six weeks prior to the activity or event for which funding is requested. WIN will consider each application and activity on a case-by-case basis. Estimated costs will need to be provided in the application form for travel and subsistence.
3. Applications are usually processed within two working weeks and an email will be sent with instructions on claiming the funding.
4. Funding is not available to cover normal staff development costs, which would reasonably be expected to be covered by your employer.
5. WIN is unable to approve funds retrospectively.
6. In the first instance, all costs should be paid by you and all receipts will need to be kept. WIN will reimburse the costs once the activity has been completed and upon receipt of the expense claim form and a brief report of the completed activity (**Annexe C**), which must be submitted within four weeks after the date of the activity.
7. Reimbursement will be made only in the production of receipts or invoices. Credit card slips alone are not acceptable, as they do not provide sufficient detail about the items purchased.
8. Staff are entitled to reclaim travel and subsistence costs incurred while travelling in relation to establishing the WIN Technicians' Network, provided the journey is not ordinary commuting or private travel.
9. WIN will fund actual costs no greater than £250 for one activity and must be approved prior to the activity. If further funding is required for an activity, justification will need to be provided in the application form. WIN will reimburse the actual costs of expenses, subject to maximum levels as laid down below.
10. Mileage: If travelling by car, the allowance that can be claimed for mileage is 45p per mile and a screen shot demonstrating the distance travelled, using the postcodes, will need to be attached to the claim, to support the number of miles claimed.
11. Car parking: Parking costs incurred in the course of travelling away from the normal place of work may be claimed.

12. Taxis: Taxis hired for normal business use by an individual should be limited to essential journeys only. However, this does not apply when time is of the essence or when several staff members can share a taxi, making the cost competitive. Staff are expected to use their discretion under specific circumstances to take the most appropriate method of travel.
13. Train: All staff are expected to travel by train in standard class accommodation. On occasion first class travel may be cheaper overall, either due to the ticket price or to the inclusion of a meal which would save on subsistence costs. In these cases, first class travel is permitted if evidence is given of the favourable cost differential.
14. Hotel accommodation: If hotel accommodation is required, and approved by WIN in advance of the activity, the rates are £150 per night outside London (including VAT).
15. Subsistence costs: Actual subsistence expenses incurred (supported by receipts for all items) may be claimed up to the following limits (inclusive of VAT):

Time	£
Breakfast	10
Lunch	12
Dinner	28
Maximum allowance per day	50

16. All claims must be completed by 31 July of the academic year.
17. When reviewing applications, WIN will consider the distribution of funding across all of the universities in Wales.
18. More than one member of staff may apply to attend the same activity, but justification would need to be provided in the application form for why multiple staff members are required to attend.
19. Should any application request funding for an activity which does not fully align with the eligibility criteria, further justification may be required, and approval of this activity will be discussed with the Chair of the Technicians' Network steering group. Similarly, should any application request a level of funding above £250 this may be reduced accordingly.



## Annexe B: Selection criteria and guidance

1. This section contains guidance and details for each of the fields requested in the application:

- Applications must demonstrate activities enabling the sharing of skills, best practice and collaboration to strengthen the research infrastructure in Wales.
- Applications must demonstrate a collaborative opportunity with at least one other institution in Wales.
- *Name:* Please enter the name of the applicant
- *Institution:* Please enter the institution of the applicant
- *Role:* Please enter the role and discipline area of applicant
- *Email address:* Please enter the email address of the applicant.
- *Activity and goals:* Please select all activities and goals which are applicable to the activity for which you are requesting funding.
- *Date of the activity:* Please enter the date for when the activity will take place.
- *Location of activity:* Please enter the location of where the activity will take place.
- *Co-collaborators:* Please provide the name, role, institution, and email address of any co-collaborators at the institution where the activity will take place.
- *Activity summary and proposed outcomes:* Please provide a short summary of the activity for which you are requesting funding and the proposed outcomes / skills developed.
- *Activity goals:* Please provide details on how this activity will meet the goals that have been selected in the activity box.
- *Funding request:* Please provide a total figure for how much funding is being requested for this activity.
- *Breakdown of funding request:* Please provide a breakdown of the funding which has been requested.





## Annexe C: WIN Technicians' Network: Brief report

Successful applicants will need to submit a brief report upon completion, and within *four* weeks, of the activity. Reports will need to be sent to [innovation.network@uniswales.ac.uk](mailto:innovation.network@uniswales.ac.uk).

### WIN Technicians' Network report

Name	
Institution	
Role	
Email address	
<b>Activity and goals</b> (Tick as many as apply)	<input type="checkbox"/> Sharing skills <input type="checkbox"/> Sharing best practice <input type="checkbox"/> Strengthening the research infrastructure and environment <input type="checkbox"/> Raising awareness <input type="checkbox"/> Technician Commitment support
Date of activity	
Location of activity	
<b>Co-collaborators</b> (Please provide, name, role, institution, and email address)	
<b>Please provide a summary of the activity and the proposed outcomes as a result of the activity (250 words)</b>	

<p>Please provide details on how this activity met the goals that were selected in the activity box (250 words)</p>	
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## Breakdown of costs

Successful applicants will be required to submit a separate expense claim form.

<p>Total amount of funding for the activity (£)</p>	
<p>Please provide a breakdown of the incurred costs:</p>	

## Annexe D: Report guidance

1. This section contains guidance and details for each of the fields requested in the report:
  - *Name*: Please enter the name of the applicant
  - *Institution*: Please enter the institution of the applicant
  - *Role*: Please enter the role of applicant
  - *Email address*: Please enter the email address of the applicant.
  - *Activity and goals*: Please select all activities and goals which are applicable to the activity for which you are requesting funding.
  - *Date of activity*: Please enter the date when the activity took place.
  - *Location of activity*: Please enter the location of where the activity took place.
  - *Co-collaborators*: Please provide the name, role, institution, and email address of any co-collaborators at the institution where the activity took place.
  - *Activity summary and proposed outcomes*: Please provide a short summary of the activity that took place and the outcomes / skills developed as a result of the activity.
  - *Activity goals*: Please provide details on how this activity met the goals that were selected in the activity box.
  - *Funding request*: Please provide a total figure for the activity.
  - *Breakdown of incurred costs*: Please provide a breakdown of incurred costs for the activity.