FoH RSA CAREER DEVELOPMENT AWARD

APPLICATION FORM

ELIGIBILITY AND CHECKLIST

- This award is available to University of Sheffield **contract research staff only (including technical staff)** within the Faculty of Health.
- With justification, **up to £400** is available per award.
- This grant will cover, but is not limited to: visits to other institutions (travel, accommodation, reasonable sustenance), training courses, hosting an event/conference or membership to a learned society. **This grant aims to fund activities that do not fit with the funding opportunities available elsewhere.**
- This grant will **not** cover costs to register or attend a conference.
- If successful, you will be required to submit a short summary detailing how this award has benefitted you and your career, which we may use for promotional purposes.
- If successful, you will be ineligible to apply for this award again for 12 months.

Checklist before applying:

✓ Check eligibility – see above and contact us if you are unsure.

✓ Use Arial Font size 11 when completing the application.

✓ Be concise and adhere to word limits if defined.

✓ Include all required supporting documentation.

✓ Obtain all required signatures prior to submission.

✓ Submit as a PDF with name format: Surname_MonthYear e.g., Smith_July2023.

Applications should be submitted to FoRSA: FoHrsa@sheffield.ac.uk

Informal queries can also be directed to this email, the treasurer: a.j.mole@sheffield.ac.uk, or i.windeatt@sheffield.ac.uk. Your application will be assessed by the committee and decisions

made within **4-8 weeks**. **Note that awards will not be granted retrospectively.**

I consent to the data included in this submission being collected, processed and stored by the FoHRSA in accordance with The General Data Protection Regulation (GDPR) and data protection legislation and best practice.	Yes		No		Please tick *one* box

SECTIONS

1. PERSONAL DETAILS AND ELIGIBILITY
2. HOW THIS OPPORTUNITY WILL DEVELOP OR BENEFIT YOUR CAREER
3. DETAILS OF THE OPPORTUNITY
4. ACCEPTANCE OF CONDITIONS

SECTION 1: PERSONAL DETAILS AND ELIGIBILITY

Title:

Forenames:

Surname:

Current post, date of appointment and contract end:

SECTION 2: HOW THIS OPPORTUNITY WILL DEVELOP OR BENEFIT YOUR CAREER

1.Describe how successful acquisition of this award will augment your current or future research activities and your career overall (max 200 words).

SECTION 3: DETAILS OF THE OPPORTUNITY

*1. Please provide an overview of the opportunity that you are seeking funding for, including **location** and **date** (max 200 words).*

*2. Breakdown of funding including **sum requested and justification** e.g., accommodation, train fare, flight price, reasonable sustenance, course fee, membership price etc.*

Justification can include evidencing the costs of the above by attaching screenshots to your email of web searches for the location & the dates of the event (e.g. search via Google/Booking.com/Hotels.com etc.). You may add more rows to the table if necessary.

If applying for a course that is relevant to your current research project, please add justification for why the course cannot be funded by your project grant.

Items requested e.g. hotel, sustenance etc.	***Amount requested***	***Justification for amount requested***

Full total requested:

*4. If applicable, provide **details of other funding sources** that you will use, have secured, or are expected to secure towards this opportunity if this award does not cover the total cost e.g., additional grant / personal funds etc. Can the activity go ahead without the career development award funding?*

*5. If the opportunity involves a host(s) please provide brief **details of the host institution/lab** here. Note that evidence of host confirmation is expected with your application if relevant (please attach evidence alongside your application).*

6. Where appropriate, provide details of ethical, Home Office Animal Licence or Human Tissue Act approvals required and/or confirm that these are in place.

SECTION 4: ACCEPTANCE OF CONDITIONS

Please read and sign below to accept the following declarations:

- ***I confirm that all information provided is correct and accept that providing false information could result in withdrawal of the award and result in further action.***

- ***I confirm that funds are to be used for the intended purpose as detailed above and if the opportunity is canceled/withdrawn for any reason that leads to funds being unused, then they will be returned within 8 weeks.***

- ***I agree to provide a report detailing how this opportunity has benefitted my career within 8 weeks of the event. I give permission for my report to be used for promotional purposes in future.***

- ***I confirm that I have obtained my line manager's permission to undertake this opportunity and that any associated risk assessments are my own responsibility.***

Signature of Applicant:

Date:

Signature of Line Manager / Primary Supervisor:

Date: