

SCHOOL OF MEDICINE FUND APPLICATION FORM

To be used for applications from the CPD, Discretionary Travel or PG endowed funds. Please paste these headings into a Word Doc, complete the appropriate sections and send to dcm10

1. **Type.** This is an application for funds from (select one of): CPD / Discretionary Travel / PG Endowed funds.

2. **Applicant details:**

- a. Name
- b. Appointment
- c. Line manager / supervisor's name
- d. Date application submitted

3. **Application details:**

- a. Describe the event; name of course, type of training, type of conference, presentation, accepted poster, lab visit etc:
- b. Location and dates of the event:
- c. Deadline for registration / final date for early registration
- d. Justification (capability shortfall / change in role / how this will Develop or benefit you)
- e. Perceived benefit:
- f. CPD only. Preferred course or activity (provider / location / time):
- g. CPD only. Alternatives (must include local and distance learning):
- h. CPD only. Timeframe for delivery:
- i. Date / details of last school-supported travel or CPD or endowment grant.

4. **Expected Costs.** Where possible please attach supporting documentation The expected cost for CPD will not normally exceed £1500 for an international meeting or £600 in the UK

- a. Registration
- b. Travel, including comparative costs for air / rail and driving options
- c. Accommodation
- d. Subsistence
- e. List alternative funding sources (including expected or tolerable personal contribution):

Expense claims must be submitted within six weeks of the expenditure being incurred and approved via normal expenses claims processes. Failure to submit the claim within this timescale may result in the claim being void

5. **Supporting statement.** For PG Endowment grants please attach a supervisor's statement

6. **Approval by Ops Gp:**

- a. Budget commitment:
- b. Caveats:
- c. Cost centre:
- d. Date of approval

7. **Process.** To Executive Administrator > considered at next Ops Gp > back to applicant > activity > expenses claims complete > case closed.