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**Neuroscience & Cell Biology**

**Research Institute**

NCRI Staff Development Fund - Guidelines

# General

The NCRI Research Institute holds an annual **Staff Development Fund**. Each employed staff member and PhD student can apply for up to £1,000 total funding per financial year, so long as funds are available. The funding year runs from 1 August to 31 July.

* This fund is to support Institute staff and students attending:
* Courses and training
* Conferences (must be presenting a talk or poster except not required for first-year PhD students)
* Other developmental activities
* **Eligibility**
* In general, NCRI Staff Development funds are not available for temporary staff, staff on an honorary or attachment contract or ad-hoc sessional workers. Exceptions may be considered in special circumstances, e.g., for mandatory work-related courses.
* Fixed-term contract staff must have a minimum of 6 months’ remaining contract **following** course attendance, or evidence of grant/contract renewal.
* Applicants must have had a St George’s Personal Development Review in the preceding 12 months (except new recruits since the last PDR round).
* If unsure whether you qualify, please check with the **Research Institute Manager (RIM).**
* First-time applicants will be given priority per year, though additional applications within limits can be considered.
* **Before applying, please check with your line manager that alternative funds are not available,** e.g., from your research grant if you are disseminating findings; funds for clinicians in training, or St George’s central funding if for a longer-term development such as an MSc. For details of the central funding, contact the Staff Development team: [staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk).
* Full (100%) funding may be applied for up to the above limits; however in some circumstances only partial funding may be available.
* Only **economy rates** for travel and accommodation will be funded, to enable us to support as many staff as possible.
* Funding for St George’s internal courses, or for any staff development expenses of less than £50, can be applied for in writing (e-mail) through the RIM without completing an application form.

# Procedure

* Funding must be approved **prior** to registration/expenditure for the activity. Funding cannot be granted in retrospect.
* Please apply as early as possible, to take full advantage of ‘Early Bird’ conference registration fees and competitive hotel and travel rates.

* All applications must be supported by the applicant’s line-manager. Please complete sections 1-6 and forward to your line-manager to complete section 7 and sign it. You/they should then e-mail the application back to the RIM.
* You will be notified of the decision as promptly as possible.
* If approved, all documentation and **original proofs of purchase** (e.g., credit card statement) supporting the expenses claimed need to be forwarded to the RIM for your funding to be provided.

# Additional notes for completion of form

**Section 2**

Please either provide a link to the activity or attach documents providing full details for the assessors.

Please state your contribution to the activity such as any organisational role.

Please provide details of poster acceptance if presenting at a conference.

**Section 3**

Please itemise the fees and expenses for which you are seeking NCRI funding. Expenditure that does not fit into the standard categories should be described in the “Other costs” box.

We would appreciate as many details as possible of expenditure and supporting documents (such as travel quotes).

**Section 4**

Show how the activity connects with your Personal Development Review objectives.

**Section 5**

Please comment on why this activity was selected (if other options exist) and what you hope to gain from it personally and professionally.

**Section 6**

All successful applicants are encouraged to share their learning experiences with colleagues. You are asked to forward a brief evaluation (e.g., half a page of A4) of the activity, to include what you have gained/learned from it. Alternatively, you can give a conference-report presentation to colleagues in one of the seminar series. Your evaluation can also be used in a subsequent PDR since staff are asked to reflect on how their training needs have been met.

Should an awardee fail to complete the funded activity, they must reimburse allocated funds to the Institute (unless exceptional and unforeseen circumstances made completion impossible). Each case will be considered individually.