

Funding Request Form – Faculty of Social Sciences (SSF)



Terms and conditions

1. The School considers requests from colleagues returning to work who are employed directly by a School within the Faculty of Social Sciences and who have been away from work for at least 12 continuous weeks during the past 12 months, due to parental leave, maternity leave, adoption leave, caring responsibilities, or certificated ill health.
2. Funding will support someone returning to work to re-integrate and perform at an optimum level as quickly as possible. All reasonable requests are considered. Funding can be used flexibly (though not for staff cover) to cover the following types of expenses:
 - Additional support to allow for extended periods away attending conferences/meetings, such as childcare at the conference venue.¹
 - Short-term staff support, e.g., research assistant, associate tutor.
3. There is no upper limit to each award, but individual awards are not generally expected to exceed £1000.
4. Only one award per individual will be made.
5. Funds will be awarded on a first-come, first-served basis.
6. Applications should be submitted for an eligibility check to the relevant School Manager, who will submit the completed application form to be considered by the Faculty Finance Manager, the Associate Dean for Research, and the Faculty Manager. Awards will be judged on the grounds of reasonableness and available funds. It should be noted that funds are limited and therefore depending on the volume of requests and the amount requested, some claims may not progress or may not be met in full.
7. To reclaim awarded funds, an Expenses Claim Form should be submitted together with full receipts for all items claimed to the Faculty Office for authorisation. Alternatively, the booking or purchase can be made via the University's systems in which case arrangements should be made with the School Support Office to raise a Purchase order. In either case, the charge code to be used will be SSF10.
8. Applications will be accepted for activities up to 12 months following the date of the return to work.
9. For eligibility enquiries, please contact your School Manager to discuss.
10. Application form - 1 page simple pro forma (draft overleaf).
11. After the application, successful applicants are expected to write a short (250 word max) report outlining the support received and how it benefitted their return to work process. They should submit the report to their School to maintain records and feed into the Athena SWAN process.
12. The University reserves the right to amend or withdraw the back-to-work scheme.

¹Please be aware that under HMRC rules if an employer covers the costs of employees' childcare this counts as earnings and will therefore attract a tax deduction.

SSF Return to Work scheme application form

To be emailed to your School Manager when completed.

Name	
Email	
Period of absence from work	
Nature of request	
Amount requested	
Description of request (limit 100 words)	
Describe how this award will support your career development (limit 200 words)	
Signature	
Date	
Recommendation by School	