**FACULTY OF BIOLOGICAL SCIENCES**

**Application for Funding for Career Support following a Period of Extended Leave**

**Introduction**

The Faculty have funding available to enable staff to maintain and advance their career path following a period of extended leave. This funding is available to those employees returning from maternity leave, adoption leave, shared parental leave, career break relating to caring responsibilities or a period of long-term sickness of 6 months or more. The purpose of this would be to mitigate the impact of the absence and facilitate re-engagement/return to research/scholarship/professional activities.

**Funding Available**

Awards are likely to be in the region of £100-£500, though requests for larger amounts may be considered.

**Examples of How Funding Could be Used**

This can be used to cover costs for travel to/registration for a conference, travel arrangements for meeting with collaborators, childcare costs to attend a conference or training activity, small consumables for pilot study and so on.

**Application Process**

You can make an application during the period of absence and during the first 12 months on return.

You should discuss your request with your line manager in the first instance to ensure that there is no other funding available.

You should complete the attached Application Form and return to fbs-hr@leeds.ac.uk

Applications will then be considered by a group consisting of the Dean, E&I Leads and the Faculty HR Manager.

Application Form - Funding for Career Support following a Period of Extended Leave

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| --- | --- |
| **NAME** |  |
| **JOB TITLE** |  |
| **SCHOOL/DEPARTMENT** |  |
| **NATURE OF REQUEST** |  |
| **ESTIMATED COST/FUNDING BEING REQUESTED** |  |
| **OUTLINE OF BENEFITS THIS WOULD PROVIDE TO YOU AND THE SCHOOL/FACULTY** |  |
| **Signed (employee):** | **Date:** |
| **Head of School/Department Endorsement***(please provide an explanation of why the request falls outside of the School/Department budget)* |
| **Signed (Head of School/Department):** |  |