

CONTRIBUTION TO CHILDCARE COSTS ASSOCIATED WITH CONFERENCE ATTENDANCE

Small awards (of up to £150 per year per person) are available to PhD students, research, academic and professional services staff to help support the extra childcare costs associated with attendance at conferences. This fund has been established in recognition that conference attendance is important both for individuals and for the School, yet it invariably involves an extra burden of childcare for those with young children.

Applications

The fund will be administered by the Athena SWAN committee. In order to apply, please submit the *Childcare Support during Conferences* application form to Megan Liddle (megan.liddle@qmul.ac.uk) for approval. Following the conference, a brief report will be required to describe the benefits to the School and the applicant. Applications will be accepted on a rolling basis until the budget for the year is reached.

Claims

Once the application is approved, please complete the normal expenses claim form (with appropriate receipts proving that the expenditure arising from the conference has been incurred) and send to Andrea Young (a.young@qmul.ac.uk). The claim will then be verified against the previously supported request for funds and processed.

APPLICATION FOR CHILDCARE COSTS ASSOCIATED WITH CONFERENCE ATTENDANCE

Name:	
Email:	
Name/location of conference:	
Dates of conference:	
Amount requested:	
Date of application:	

Describe what the funding will be used for:

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How will attendance at the conference benefit the School and the applicant?

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Once completed, please submit the form to Megan Liddle, Secretary, Athena SWAN Committee via email megan.liddle@qmul.ac.uk

Athena SWAN committee comments:

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Approved by:

Signature _____ Date: _____

CONFERENCE SUPPORT AWARD REPORT

Name:	
Email:	
Conference attended:	

Please describe how the funding and attending the conference benefited you and the School:

Once completed, please submit the form to Megan Liddle, Secretary, Athena SWAN Committee via email megan.liddle@qmul.ac.uk