

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 Equality Diversity and Inclusion (EDI) Committee. In order to apply, please complete and submit the *Childcare Support during Conferences* application form to Megan Liddle (megan.liddle@qmul.ac.uk) for review and approval by the EDI Lead.

Subject to approval, a brief report will be required to describing how the funding and attending the conference benefited the applicant and the School. 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 process via Agresso quoting budget code **MTH1009B** along with signed approval. 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:

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

Once completed, please submit the form to Megan Liddle, EDI Committee Secretary via email megan.liddle@qmul.ac.uk for approval:

Athena SWAN committee comments:

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, EDI Committee secretary via email megan.liddle@qmul.ac.uk