University of Glasgow Pilot Carers’ Conference Fund
Guidance

The University is piloting a Carers’ Conference Fund offer direct financial assistance for childminding or other caring expenses associated with attending events, such as conferences, seminar series, sandpits, workshops etc.

Presenting research at and attending conferences plays a significant role in the formation of research collaborations and funding opportunities. The University recognises the additional challenges that those with caring responsibilities (for child or adult dependents) face when trying to attend such events.

The University has established a pilot Carers’ Conference Fund to make a direct contribution to the additional caring costs incurred by academic and research staff when attending these events.

The amount of funding per claim has been set in order to provide the highest number of awards as part of the pilot process. The pilot- launched in June 2016- will run until December 2016 or until the limited funds are exhausted, whichever is the earliest.

This pilot fund will be used to gauge demand and measure the impact/benefit for individuals. The pilot is being co-ordinated by the Equality and Diversity Unit on behalf on the University’s Gender Equality Steering Group.

The University of Glasgow is committed to promoting equality, diversity and inclusion. We welcome applications from staff of any gender.

1. Scope

The fund must only be used in relation to supporting the employee’s role within the University and the purpose will be to limit the financial impact of having to pay for additional caring facilities resulting directly from attending conferences or training.

The pilot fund could be used to make a contribution of up to £150 towards respite care, childminder costs, etc. offered by a registered provider. These payments would not be subject to tax and NI contributions. The fund is not able to cover the cost of pet care.

If you have recourse to other funds to cover these costs e.g. via your learned society, these should be used in the first instance. The pilot is designed to make a contribution towards those most in need.

It will not be possible to supplement the contribution awarded as part of the pilot with local funds as this additional funding is not covered by the current expenses policy.

Similarly the fund may only be used for direct additional caring expenses which can be supported with receipts as with other expense types.
2. Eligibility

The fund is being piloted amongst Research Only, Research and Teaching and Learning, Teaching and Scholarship staff, including postdoctoral researchers.

We can accept requests for up to £150/individual staff member during the pilot.

Retrospective requests must not precede June 2016.

3. How to Make a Request

During the pilot, while we gauge demand, funds will ordinarily be allocated on a first-come-first-served basis.

Applications will be accepted from Friday 3 June onwards for events between June and end December 2016.

To make a request, complete the brief Application Form.

You can expect a response about your request within 10 working days of submitting your application.

Where successful, the Equality and Diversity Unit will email you with confirmation of this. A note of this will be copied to your Head of School/Director of Research Institute for administration purposes. This note will not include the specific details of your claim.

As funding is limited unfortunately some requests may not be supported. There is no right of appeal if an application isn’t accepted. However as indicated above, the level of demand will be captured and form part of the review of this limited pilot exercise.

When submitting your expenses for the trip the confirmation e-mail from the EDU along with receipts/proof of additional expense should be uploaded to the expenses system. More information about the process for claiming the funds will be provided to successful applicants.

4. Queries

If you have any queries about the fund, please contact katie.farrell@glasgow.ac.uk