**Academic Returners Research Support Policy**

**Information Guide**

Recognising the University’s commitment to the Athena SWAN Charter and the Bronze Awards held by the University and Schools, the University has introduced financial support for staff returning from Maternity/Paternity/Adoption/Shared Parental leave.  The Scheme supports Research and Teaching, Research-only and Clinical staff in resuming their independent research activity following a period of leave.

You can submit an application for Academic Returners support prior to going on leave, during your leave period or within one month of your return. Late applications will be accepted, but please be aware that this is may reduce the timeframe given to spend the funding you have been awarded.

Before submitting your application, please ensure you have given a full and accurate breakdown of the costs incurred (up to a maximum of £10,000) and also the timing of when you intend to make your purchase(s). This is important as the cost is expected to stay within the financial year you commit to in your application. Applications will be returned if they do not contain this information and they will have to be signed off again by your Head of School.

Once you have completed your application and it has been signed by yourself and your Head of School, please forward it on to [scieng-hr@glasgow.ac.uk](mailto:scieng-hr@glasgow.ac.uk) for consideration and final approval. A member of the HR Team will then write to you with the outcome of your application.

Once you have successfully been through the application process, you will be awarded up to £10,000 to spend within 12 months of returning from Maternity/ Paternity/ Adoption/ Shared Parental leave. If you apply before or during your period of leave, you will be given 12 months from the date you physically return to work. Applications received after you return to work will be given 12 months from the submission date if the HR Team receive this within the first month of your return.

Please stay within the 12 month timeframe, unless you have sought approval to do so exceptionally. An extension may be given in such instances where, for example you are buying out teaching and the semester goes 1-2 months over your timeframe.

**Hiring Research Staff/ Buyout of Teaching**

You can download generic job descriptions which are available from: <http://www.gla.ac.uk/services/humanresources/recruitment/selection/planning/jobdesindex/researchteaching/>. Once you have selected the relevant job description, you should adjust as required. You must then give the job description to one of your local admin team who will raise a staff request on your behalf. A copy of your Academic Returners application form should be attached to this staff request. Please be aware that you can directly appoint a named person for 6 months or less, where specialist skills merit it.

Alternatively, you may wish to use a casual worker to fulfil a particular role. You can find more details relating to this in our Extended Workforce Policy: <http://www.gla.ac.uk/services/humanresources/mgrs-admin/ewp/>

Please note that Research Assistants should be appointed at Grade 6 or 7 (depending on experience) and Teaching Assistants should be appointed at Grade 6. You can use the bottom spinal point of the appropriate grade for costing, but when you are providing a salary breakdown on your application, you should also include on-costs. Please contact your Head of School Administration for assistance with this calculation.

**Please ensure you provide the name and staff number of the person hired to your College HR Team, so that they can track your spending. They will also provide you with a project code, where salaries can be charged to.**

**Conference/Training Attendance**

If you wish to attend a work conference and you need to take your child with you, you can apply to bring an additional person with you, who will care for your child, whilst you attend the course. Childcare costs incurred as a result of work-related activity will be exempt from income tax. Please note that childcare costs must not be the cost of ordinary child care. Further guidance is available via the following link: <http://www.hmrc.gov.uk/manuals/eimanual/eim01210.htm>

**General Expenses**

These should be processed as a normal expense claims. This may include conference fees, collaborative costs and travel expenses. Again, your College HR Team will be able to provide you with a project code where these will be charged to. Further guidance on completing expense claim forms can be found here:

<http://www.gla.ac.uk/services/finance/downloadaform/expensesclaimformguidancenotes/>

If you intend to travel, please also ensure you complete the following online form at least 5 days prior to your trip, as this will provide you with travel insurance cover:

<http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/travelinsurance/>

**Agresso**

If you plan to make any purchases via Agresso, please contact your Head of School Administration or your local HR Team and they will tell you which Purchasing Officer is authorised to make these transactions within your School. We must insist that all Agresso transactions are clearly labelled with your name and a precise description of what the funds are being spent on. This will help us monitor the allocated budget and ensure that there is no overspend.

**Contacts**

Any questions regarding the Academic Returners Research Support Policy can be directed to your local HR team by emailing [scieng-hr@glasgow.ac.uk](mailto:scieng-hr@glasgow.ac.uk) and further information can be found our website at: <http://www.gla.ac.uk/colleges/scienceengineering/staff/hrinformation/>

**Please be aware that you are responsible for any overspend on the budget you have been allocated. Your School will be asked to pay the difference if you go over the amount you have been awarded.**