

Returning Carers Scheme (Out of Round)

If completing this form by hand, please use CAPITAL LETTERS

PART 1 – To be completed by employee

Section A – Personal and Employment Details	
Surname	
Forename(s)	
Title	
Email address	
Personal Reference Number	
Position held	
School	
Faculty / Department	
Contract End Date	
Area of Research	
Previous applications <i>Please provide details of successful and unsuccessful applications</i>	

Section B – Career Break / Leave Details	
Reason for career break(s) or leave	
Will your child be under the age of one at the time of the event claimed for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commencement and end date(s), including date(s) of return to work/usual hours	
Any additional information you wish to provide:	

Section C – Application for Funding

Please complete the relevant sections as appropriate according to the examples given below. **Where possible, please separate costs for yourself from costs for your child and or carer.**

Requests for funds should not normally exceed **£10,000** in total (although exceptional cases for support up to £20,000 may be considered). The cost of consumables should not exceed **£3,000**.

Conferences	Funds Requested (£)				
	Please note that expenses, including travel, accommodation and subsistence allowances, should be at University rates: http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/expenses/index.html				
Name, Location and Dates	Conference Fees	Travel	Accommodation	Other	Total
e.g. Faith and Globalised Society Conference Yale University 28 February – 3 March 2019	Registration: £100	Return flights for self: £774.50 . Return flights for child and carer: £774.50	3 nights double hotel room: £180		£1,829
					Total:
Collaborator Visits	Funds Requested (£)				
Details	Travel	Accommodation	Other	Total	
e.g. Visit to co-author in Berlin, 1-3 April 2019	Return flights: £80			£80	
				Total:	

Section C – Application for Funding

Consumables		Funds Requested (£)	
e.g. Editing software		£300	
		Total:	
Research Support When requesting salaries for research assistance, please ensure the request is at an appropriate salary and point of the scale (using on-costs) in line with the University's Salary scales: https://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales and guidance on starting salaries: https://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/determine-starting-salary/external-appointments (e.g. A new external appointment will normally join on the minimum salary point of the grade, with the exception of Research Associates.)		Funds Requested (£)	
Type of Support	Dates/Duration	Details	Cost
e.g. Research Assistant	1 February – 30 April 2019	Salary	£6,255.75
			Total:
Other		Funds Requested (£)	
		Total:	

Total funding applied for:	£
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Section D – Case for Support

Please briefly outline how the break has affected your career and how the award(s) will support the development of your research profile or other academic activity.

Any additional information you wish to provide:

Section E – Declaration (To be completed by applicant)

I am applying for an award(s) under the Returning Carers Scheme under the following terms of the guidance:

Eligibility Criteria

All academic or research staff who:

- Have returned from a break in their career for caring responsibilities in the last 5 years
- Are currently on a break in their career for caring responsibilities
- Are due to go on a break in their career for caring responsibilities
- Have been working part-time or reduced hours because of caring responsibilities

This can include, but is not restricted to:

- Adoption leave
- Career breaks for family reasons
- Maternity leave
- Paternity leave
- Parental leave
- Leave to work part-time or reduced hours for family reasons under the University's flexible working policy
- Special leave to care for a dependant

The period of continuous/total/reduced hours family leave should normally be 3 months or more in order to be eligible for support under this scheme. The panel reviewing the applications will consider each case individually, depending on the specific circumstances and needs of the individual.

I am aware that routine costs of research which should be funded through grant funding are not eligible claims under this scheme. Also, requests for personal salary support or for items essential for a member of staff's research (which are funded through the research project) are not eligible.

Signed (applicant)	
Date	

Please attach a copy of your CV to this application form and send these to your Head of Department for completion of Part 2.

PART 2 – To be completed by Head of Department

Section A – Statement of support

Outline of case to include:

- *Confirmation that the application is in line with the aims of the Scheme*
- *Confirmation that the items requested are of personal benefit to the member of staff*
- *Details of how an award will benefit the applicant's career*
- *Confirmation that there is no other source of funding for the items requested (e.g. grant funding)*
- *Confirmation that there will be no adverse effect on colleagues*

Signed (Head of Department)

Please print name

Date

Name & address of Departmental Administrator - **Mandatory**

Complete Cost code (for departmental use)

Please send the complete application together with the applicant's CV to returningcarers@admin.cam.ac.uk
For Departmental Administrators, please see Guidance Document which can be found at:
<https://www.hr.admin.cam.ac.uk/files/daguidance.pdf>

