



Returning Carers – Departmental Administrator Guidance

The Scheme

<https://www.hr.admin.cam.ac.uk/policies-procedures/returning-carers-scheme>

- Any member of staff may apply under the scheme whose primary role is undertaking research.
- Priority is given to first time applicants.
- Applicants may apply more than once to the Scheme, although the purpose of the scheme is to provide start-up funding rather than long-term support.
- 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**.
- Applicants will be informed of the outcome of their application approximately eight weeks after the application window closes.

The Process

- 1) An application to the Scheme should contain a completed application form ([available here](#)) and:
 - A current Curriculum vitae
 - A statement of support from the Head of Department (or nominated deputy) including confirmation that the application is in line with the aims of the Scheme, that the items requested are of personal benefit to the member of staff, that there is no other source of funding (e.g. grant funding) and (if relevant) that there will be no adverse effect on colleagues (e.g. if the application is for teaching relief).
 - The department should also include the **full account string (24 characters long, U.ZZ.ZZZZ.ZZZZ.ZZZZ.0000)** that the non-taxable funding should be distributed to, to the application form.
- 2) The complete application together with the applicant's CV should be sent to ReturningCarers@admin.cam.ac.uk
- 3) Approximately eight weeks after the application window closes, the applicant will receive a letter to confirm whether their application has been successful or not.

The letter shall detail any taxable elements that may be applicable. If it does not, the whole award is non-taxable.
- 4) Once all activities listed on the application have been completed, all invoices and receipts must be provided to the Departmental Administrator for payment approval.

Awards are made to support specific activities; funds will not normally be made available for anything that has not been specified on the application form. If the details of the activities for the application change (for instance, a conference is extended by a day), the applicant should email ReturningCarers@admin.cam.ac.uk

The Returning Carers team will then consider the request. If the funds are not used or the whole amount awarded is not used, please inform ReturningCarers@admin.cam.ac.uk

Non-Taxable awards

- If the award is non-taxable, it will be transferred to the department shortly after the award letter. **You will know that the award is non-taxable if the letter contains no reference to taxation.**
- The applicant should contact their Departmental Administrator with receipts/invoices to access these funds. Non-taxable awards are paid through expenses in the normal way outlined in the financial procedures i.e. by completing the relevant expense claims form.
- The Department will have already received the amount awarded to cover the local expenses incurred, providing that the cost code has been submitted with the application.
- Awards should never be given in advance of receipts/invoices.

Taxable awards (Child related costs)

- Most awards will be non-taxable, however in the event of a taxable award for indirect childcare costs, the applicant should still provide their Departmental Administrator with invoices or receipts of purchase.
- **The invoices and receipts must be e-mailed to the Returning Carers mailbox ReturningCarers@admin.cam.ac.uk for HR to arrange payment through payroll.**
- The award will then be transferred directly to the applicant through the payroll, grossed up so that they receive the net sum they have requested.

(See Taxation Key Points below)

Taxation Key Points

The award letter will clearly state whether the application has elements that may be taxable. The Departmental Administrator should review the receipts and provide any claim liable for tax to the HR Division (ReturningCarers@admin.cam.ac.uk).

All payments under the scheme are non-taxable if either of the following applies:

- The child is under one at the time of the event
- and/or
- the child is still breastfed at the time of the event

For child-related taxable costs, all invoices and receipts must be e-mailed to ReturningCarers@admin.cam.ac.uk as soon as possible, so HR can identify and arrange payment on the taxable elements directly to the applicant via payroll.

If the payment has elements that are all taxable, all invoices and receipts must be e-mailed to ReturningCarers@admin.cam.ac.uk as soon as possible, so HR can arrange payment on those taxable elements directly to the applicant via payroll.

NB: Taxable payments only relate to the costs of caring for the child. Any taxable invoices and receipts must be received by HR in the first week of the month in order to be processed in that month's payroll.