**Academic Staff Development and Scholarship Fund 2023-24**

**Application Form**

Part of the Academic Staff Development and Scholarship Funding Policy

**Background**

1. The purpose of the Academic Staff Development and Scholarship Fund (ASDSF) is to provide financial assistance to academic staff so that they may undertake short-term development opportunities. It is part of the wider Academic Staff Development and Scholarship Funding Policy.

**Who may apply for support?**

1. Permanent and fixed term members of academic staff to an annual maximum of £300.
2. Module Unit Contract (MUC) members of staff to an annual maximum of £100.

**What kinds of activities will the fund support?**

1. The fund is meant to support or contribute towards short-term opportunities which are likely to benefit the applicant’s professional development and/or practice. Examples include the registration fee to attend an academic conference; or the fee for a one-off training or development event.
2. The fund cannot be used to support:
   1. Repeated subscriptions or memberships;
   2. Costs which ought to be borne by another organisation (e.g. travel and subsistence as an external examiner);
   3. Applications for Fellowship of AdvanceHE (these are being supported by the College separately);
   4. The cost of journal publication;
   5. Activities which cannot be shown to provide any benefit to the applicant’s professional development and/or practice as a member of academic staff at Regent College.

**How and when to apply**

1. Applications should be made using the application form below and sent to the relevant Head of School.
2. Applications can be submitted at any time in the year.

**Who decides on the application and what criteria will they use?**

1. Heads of Schools are responsible for determining whether applications from academic staff in their School can be supported and what the value of the awards should be.
2. For an application to be supported, the Head of School must be satisfied that it relates to an opportunity the fund is meant to support (see paragraphs 4 and 5). If the Head of School is satisfied that it meets these criteria, the value of the award will normally be what the applicant has asked for (subject to the maximum value set out below), unless the Head of School has any concerns. To help the Head of School determine whether the amount requested is appropriate, applicants can provide additional evidence with the application form (such as an invoice for a conference fee).

**Value of awards**

1. The maximum value of a single award under is £300 (permanent or fixed term academic staff) or £100 (MUC academic staff). Should this be insufficient to cover the full cost of the opportunity identified, then the applicant may meet the cost of the balance from their own resources.
2. Individuals may make more than one application, but in aggregate may not receive more than £300 or £100 from the fund in the current academic year.

**Expectations on staff who are supported**

1. Successful applicants are expected to:
   1. Track and record their own CPD, to be available if requested;
   2. Engage with (attend and/or present through) the Academic Staff Development programme and other reasonable requirements such as contributing to the Research and Scholarship Quarterly;
   3. Provide feedback on the activity to their colleagues.
2. The nature of the feedback given to colleagues will depend on the type of activity supported. For example, a colleague given support to attend a research conference may provide feedback in the form of a presentation to the College’s Research Roundtable. Or a colleague given support to take part in a session aimed at enhancing teaching may provide feedback at the next Programme Committee meeting or present an Academic Staff Development Session. The applicant should specify how they intend to disseminate their experiences in the application form.

For any questions, please contact the Academic Development and Scholarship Manager.

**Application Form**

**Academic Staff Development and Scholarship Fund 2023-24**

Please complete the application form below and email it to your Head of School.

|  |  |
| --- | --- |
| **Name of applicant** |  |
| **Role** |  |
| **School** |  |
| **Regent College Email** |  |

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| **What is the value of the award you are applying for? (maximum £300 for permanent and fixed term staff; maximum £100 for Module Unit Contract staff)** |
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| **What do you intend to use the award for?** |
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| **How will the award support your professional or scholarly development and/or practice as a member of academic staff at Regent College?** |
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| **How will you provide feedback on your development to the College and colleagues?** |
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