

Returning Carers’ Scheme (RCS) Application Form

*Before making an application to the RCS it is essential that you have met with your Head of School or Department, and/or, if applicable, your Research Director to discuss your application and to confirm that the requested funds will enhance your career in line with your area’s operational plan.*

## PART 1 – To be completed by employee

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| 1 (a) Personal Details |  |
| Full name |  |
| Title |  |
| Staff number |  |
| Position held |  |
| School / Department |  |
| Faculty / Directorate |  |
| Email address |  |
| Contract end date, if on fixed-term contract |  |
| Applied in previous rounds*Please provide details of successful and unsuccessful applications* |  |

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| --- | --- |
| 1 (b) Leave Details  |  |
| Reason for career break (s) or leave |  |
| Commencement and end date(s), including date(s) of return to work/usual hours |  |
| Any additional information you wish to provide: |  |

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| --- | --- |
| 1 (c) Request for Funding | Requests for funds should not normally exceed £1,500 in total (although exceptional cases for support may be considered) |
| Nature of funding requested(For examples of activities that may be funded, please consult the RCS website under ‘funding criteria’)In the case of supporting Research Outputs, such as papers, please provide specific detail regarding paper titles, target journals and timelines. | Please describe in detail the nature of the support that this funding will cover, and the time period for which the funding is requested. |

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| Breakdown of planned expenditure (Please include detailed information) |

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| --- | --- | --- |
| Item description | Estimated dates | Estimated cost (£) |
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| Total funds requested (£): |

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| --- | --- |
| Case for support and further information | Please describe in detail how the break has affected your career and how the funding requested will help minimise its impact on your career / academic career / research output. Be sure to emphasise the benefits or outcomes/impact of how the funding will help to re-establish your research profile and/or support your academic or other career progression. |

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| 1 (d) Declaration (To be completed by applicant) |
| I am applying for an award(s) under the Returning Carers’ Scheme Eligibility Criteria.I confirm that the information presented is accurate.I agree to complete a questionnaire providing feedback on my experience of the scheme and whether it has been helpful, identifying benefits to my career together with a brief report on what has been achieved. |
| Signature (applicant) |
| Date |

Please forward this form to your Head of School/Department (and then (if relevant) to your Research Director, (for example if the funding is to support Research Outputs, such as papers) for completion of Part 2.

## PART 2

## To be completed by the Head of School/Department and the Research Director, where relevant

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| 2 (a) Statement of Support – Head of School / Department |
| Outline of Statement 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)
* Please describe what support your area is directly providing for the member of staff in supporting their return, including whether you are providing any additional funding support
* Confirmation that there will be no adverse effect on colleagues
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| Name: |
| Signature: |
| Date: |

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| 2 (b) Statement of Support – Research Director |
| Outline of Statement to include:* Confirmation that the proposals align with the strategic outputs of the unit.
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| Name: |
| Signature: |
| Date: |
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Once all parts of the application are completed, please send this form to the Athena Swan Support Assistant or Athena Swan Officer, in the Equality Diversity and Inclusion Team, People and Culture Directorate, by the respective submission date advised in the all staff email. Please note applications are only accepted twice a year, during RCS rounds.