

Staff Development Fund

The Staff Development Fund exists to assist members of Early and Mid-Career (EMCR) staff at Grades 6, 7 and 8 and Professional and Support staff who:

- Are on the University payroll and, for part-time staff, where the Department is the principal employer; **and**
- Have no grant funding for the activities supported by the fund **or** have access to limited grant funding which falls short of the maximum departmental funding available. In these circumstances, staff may apply to the fund for a 'top up', where the total funding from whatever sources must not exceed the departmental maximum; **and**
- Are not able to access any other sources of funding, e.g. from your research group.

Criteria

1. Applications for financial support will only be considered if you have discussed the proposed activity with your line manager and they approve.
2. Your line manager must certify that no other source of funding is available.
3. Under the terms of this policy, funding is available as follows:

Activity	Conditions	Maximum funding available
Conference attendance	Must be required by your research and where you will be presenting your work. Please include the department's name and logo on your poster or title slide of your presentation. Presenters may be asked to do a rehearsal session in the department before the conference.	Up to £750 per year
Training	Must be necessary for and directly relevant to your research. Applicants should confirm that similar training is not available in the University (e.g. by IT Services or the Oxford Learning Institute). Staff who have attended a training course may be asked to give a brief presentation about the course afterwards.	Up to £200 per year
Some Open Access costs	The Department will allocate each research group a budget to fund up to two REF-able papers per year.	Up to £1,500 indicative figure per paper

The following factors will be taken into account in considering your application:

- Cost.
- Any other activity that you have had funded by the department.
- Where relevant, reviews of training provision previously submitted.

If your request for funding is not granted, the reason for this will be given.

Process

Applications can be made at any time using the link to the Staff Development Fund application form www.phc.ox.ac.uk/intranet/staffdevelopmentfund. Conditional agreement for funding will be given if necessary, before abstract acceptance is confirmed.

How to apply

1. Please complete the Staff Development Fund application form, print and obtain your line manager's signature, then forward the form to [Tanya Baldwin](#).
2. You will be notified within two weeks whether the application is accepted.

If your application is approved

1. The conference fund cost centre number is BZ0000.
2. If you can pay and then reclaim once the costs have been incurred, complete an [expense claim form](#) and pass it to the [Finance Team](#) for processing.
3. If the department is to be invoiced directly for some or all of the costs, email the [Finance team](#), attaching your approved application form to your email.