

West Wing, Level 6, John Radcliffe Hospital, Oxford, OX3 9DU

Web: www.ndcn.ox.ac.uk | **Twitter:** @NDCNOxford

NDCN Parents' and Carers' Career Fund

GUIDELINES

The Nuffield Department of Clinical Neurosciences is dedicated to supporting the professional development and individual career ambitions of our staff and students. We recognise that staff and students with caring responsibilities may incur additional costs in order to attend 'work-related training'. Following a successful six-month (13 September 2017–15 March 2018) pilot, we established the NDCN Parents' and Carers' Career Fund as a permanent scheme.

Objective: To enable parents and carers to attend courses, conferences, summer schools, research visits and other work-related training, by **supplementing the costs of their preferred additional care arrangements**.

Eligibility: All academic, research, research-related, professional and support staff and students within NDCN who have regular caring responsibilities, e.g. child, parent, partner, or a close relative.

Value of award: Up to £250

Examples of additional care arrangements might include, but are not limited to:

- A contribution to the costs of an additional day's nursery fees if the individual usually works part-time but was attending a course on a day when the child would not normally be in nursery.
- A contribution to the costs of a childminder, babysitter, or after-school club to look after a child if the parent were returning home later than usual.
- A contribution to the travel and sustenance costs of taking a child and/or additional carer to a conference.
- A contribution to the travel costs of bringing a grandparent, sibling, or other carer to Oxford to help cover the applicant's usual care responsibilities.
- A contribution to the costs of night care for an elderly parent or disabled relative.

How to apply: Download the application form from the [NDCN website](#) and email the completed form to staff-development@ndcn.ox.ac.uk.

Deadline: Applications are reviewed on a monthly basis at Staff Development Committee meetings. A list of deadlines is available on the [Staff Development Pages on the NDCN Intranet](#).

Guidance notes:

- Applications from honorary staff may be considered for academic-related activities.
- To be eligible, the event must meet the HMRC's definition of 'work-related training'. According to the HMRC, 'work related training' is defined as any training course or other activity which is designed to impart, instil, improve or reinforce any knowledge, skills, or personal qualities which:
 - are, or are likely to prove, useful to the employee when performing his/her duties or
 - will qualify or better qualify the employee to undertake the employment, or to participate in charitable or voluntary activities arising through the employment.

Activities therefore must fall outside of an individual's day-to-day duties, but are related to their job.

Conferences and research visits meet this definition of 'work related training'.

- Applicants should outline caring costs associated with their preferred care arrangement during the work-related training activity. Eligible caring costs must be above and beyond the applicant's normal arrangements.
- Applicants should explore whether other sources of funding (e.g. project grant, bursary from academic society) could cover these costs.
- Applications should usually be made in advance of the event, and the event must take place **by 31 July 2020**. For staff on fixed term contracts, the event must take place within their term of employment.
- Applications may be made prior to attendance at an event being confirmed. In these cases, if funding is awarded, costs are agreed in principle until the confirmation of attendance is received (e.g. confirmed place on a training course, abstract for a paper or poster accepted). Attendance at the event should be confirmed within three months of funding being awarded.
- Retrospective applications may be considered within one month of the event taking place.
- Individuals can make applications requesting a contribution of up to **£250**. The application should detail the costs of all expenses associated with the additional caring associated with attending the event. If the event is taking place abroad or the need justifies it, the applicant may be awarded a larger contribution towards their costs.
- Individuals may make multiple applications to the fund, yet it is unlikely that one individual would be awarded more than £500 in a single financial year (August to July). In the case of a shortage of funds, preference may be given to those who have not previously applied.
- Where the applicant is not a PI, approval from the line manager or supervisor must be sought.
- Applicants will be informed of the outcome of their application within 5 working days of the deadline. Where there are narrow time constraints, applications may be considered between meetings.
- Any costs incurred would have to be paid for, receipted, and reimbursed after the event as per a normal expense claim. A time limit of 2 months to claim for expenses incurred applies and all claims must be made by 31 July 2020.