**NDCN Staff Training Fund Application Form**

***Please see guidance notes below***

*Please complete Section 1 and forward to hodoffice@ndcn.ox.ac.uk. Your application will be considered by NDCN’s People & Culture Committee.*

**Section 1 – to be completed by you**

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| Name: |
| Grade (please circle):  Research Fellow Post Doc Research Staff Professional Services Staff Other (specify) |
| Manager/Supervisor/Group: |
| Course applied for: |
| Date, location and duration of course: |
| Cost of course (please provide breakdown if possible). Please note maximum available is £500: |
| Has partial funding been obtained? Yes/No  If yes, where was the support obtained from? |
| If this course is not run by the University of Oxford, is there an equivalent course that you could attend in Oxford?  If not, please specify why attendance at this course would be more beneficial: |

|  |  |
| --- | --- |
| Summary of the course to be undertaken. Please explain in 150 words 1) the reasons for attending this course; 2) how it will be beneficial to both your personal development and your career (with particular emphasis on your career within NDCN). | |
| Signed: | Date: |
| Brief statement of support from supervisor/manager (<100 words): | |
| Name of Supervisor:  Signed: | Date: |

**Section 2 – to be completed by the People & Culture Committee**

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| Funds granted: Initials: Date: |

***Guidance notes***

Any member of staff in the Department, regardless of grade, can apply to the training fund. There are no application deadlines, and applicants can apply for funding at any time in the year. However, successful applicants can only apply for funding again within a 12-month period as long as the total annual cost of applications doesn’t exceed £500.

**Please note:**

**1)** DPhil and other students will not be eligible to apply to this fund.

**2)** Applications for English Speaking Courses will not be approved.

**3)** The maximum grant is £500, although smaller requests will be considered at short notice for last minute courses.

Courses funded will include:

* Statistical courses
* Programming courses
* Safety and technical courses
* Any course that will be beneficial for your career, but preference will be given to vocational courses

**Contributions to conference attendance will not be considered.**