

Childcare Conference Support Fund

Objective

The Faculty of Arts and Humanities has established a Childcare Conference Support Fund intended to assist ATR staff who are care-givers of dependent children. It provides discretionary funds to cover childcare costs incurred during periods in which a staff member has been accepted to present their research at a national/international conference or workshop, or to undertake essential fieldwork for their research. The Childcare Conference Support Fund aims to support eligible staff at a critical period in their careers, in building research networks, which often form the basis for later grant success.

Eligibility

To be eligible to apply for funding staff must:

1. Be appointed by the Faculty on an open-ended or fixed term ATR contract (this includes staff who hold positions funded by external grants where these grants do not provide for childcare conference support). Staff on the HUM research 'development year' are eligible to apply.
2. Have been accepted to present a research paper at an international or significant national conference or undertake fieldwork essential for their research
3. Have carer responsibilities for a dependent child or children.

Application Requirements

Applicants will be required to provide the following:

1. Details of their academic appointment
2. Statement of carer responsibilities and why support is required
3. Clear rationale for their conference or workshop participation
4. Relevant dates
5. Written confirmation from the host University or organisation (letter/email of acceptance/invitation)
6. Written confirmation of support and approval from the relevant Head of School to attend the conference or workshop
7. Details of the childcare support being requested including the required costs involved
8. Applicants must declare any potential conflicts of interest (for example where paid childcare is being provided by a member of the academic's family or if the carer accompanying the staff member to the conference to care for the child is also a UEA staff member).

Assessment of Applications

The Faculty Research Committee will convene to assess applications. Any applications approved will be on a discretionary basis. The Committee will consider the following criteria and will prioritise the allocation of funding in respect to the below:

1. The value and significance for the professional development of the researcher of presenting their research at this particular conference/forum
2. The reasonableness of the claim for support
3. Previous national and international conference participation (where, other things being equal, preference will be given to those who have had fewer opportunities)

4. Previous funding received under this program (where, other things being equal, preference will be given to those who have accessed the fund comparatively less frequently)
5. Applications will be evaluated in line with the principles of the University's Equal Opportunities in Employment: Code of Practice:
<https://www.uea.ac.uk/documents/2506781/2686727/Equal+Opportunities+in+Employment+-+Code+of+Practice.pdf/c37a82f6-94f5-4cea-b109-b5770f3fcb55>

Application Schedule

The Committee meets 5 times per academic year (October, December, January, March, May). The Committee has the discretion to consider out-of-round applications under exceptional circumstances. Consideration will only be given to applications submitted prior to conference participation, though it should be noted that payment will be made on an expenses basis, i.e. after costs have been incurred and settled by the member of staff.

Successful applicants will be allocated with a financial code by the Finance Office to be used for all purchases / claims to be charged to the award. Please note that all expenditure must be incurred by the end of the financial year, Wednesday 31st July 2019.

To ensure costs are charged to the correct financial year, ALL CLAIMS MUST BE SUBMITTED TO THE FINANCE OFFICE BY MONDAY 15TH JULY 2019. Failure to do so will lead to claims being rejected or charged to your School. If you are granted an award, and are later unable to claim or the funding is no longer needed, you must inform Claire Grasby (c.grasby@uea.ac.uk), copying in Associate Dean Research, Professor Claire Jowitt (c.jowitt@uea.ac.uk) asap.

Funding

A discretionary amount of up to £500.00 per application for conference attendance. Individual staff are eligible to apply for one grant per calendar year. In order to receive reimbursement for childcare, receipts must be provided. Reimbursement will only be made for actual costs incurred and will be capped at £500.

Definitions

Carer: a person who assumes the primary role of providing care and attention to a child.

Dependent Child: child supported by his or her parent(s)/guardian(s) who are up to the age of 18

Childcare: the fund is not a substitute for existing childcare costs. Only costs that are incurred to cover childcare that is in addition to normal arrangements can be submitted for consideration.

Costs can include:

1. Additional days/hours of care provided by a professional childcare source (childcare centre, family day care or a Nanny).
2. Additional use of after school care provided by a school or the use of a Nanny to collect a child from school and bring them home
3. An airfare and/or the cost of accommodation for an individual accompanying the staff member to the conference or workshop or field research in order to care for a dependent child
4. Airfare or accommodation costs for a dependent child accompanying a staff member to a conference or workshop or field research, only where there is clear need for the child to

accompany the care giver, e.g. if the child belongs to a one parent family, is being breastfed, has complex emotional needs and/or has a disability.

Childcare costs do not include:

1. Existing childcare arrangements
2. Airfare or accommodation costs for a dependent child accompanying a staff member to a conference or workshop or field research, with the exception that there is clear need for the child to accompany the care giver
3. Private vehicle transportation (including the use of a taxi service) associated with transiting with a dependent child
4. Public transport use associated with transiting with a dependent child
5. Food or drink for the dependent child or carer
6. Entertainment related expenses for the child or carer