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## **Technical Development Fund**

The Technical Development Fund is available to all technical staff at Queen’s.  This annual fund will enable staff to attend appropriate activities/events, that will support their continuing professional and personal development.  This initiative has been brought about by the Technician Commitment at Queen’s.

## **Criteria**

* **If the activity is essential to your current role, funds should be provided by your School/Centre.**
* ***Relevance*.** The activity must be related to your current role in the University. You must demonstrate that the knowledge and skills you gain from the activity will assist in helping you successfully carry out your role. The application form requires you to specifically identify these job-related gains.
* ***External events*.** You must show that the activity is not available internally (e.g. through Learning and Development).
* ***Line manager support*.** It is important that you have support for the planned activity from your line manager who agrees that there is a job-related gain and is prepared, where appropriate, to ensure that you are given the time to attend the activity. The application form requires line manager input.
* ***Details of proposed activity***. In your application you must supply full details of the activity you are planning. Expenditure may include the cost of the activity and associated travel expenses.
* Funding maximum will be **£400** per academic year.
* Normally, a maximum of 3 people will qualify to attend a single event; this will be cost dependent
* There will be 3 deadlines per year – 31 January, 30 May, 30 September.

**Applications should be submitted to: qubtechnicians@qub.ac.uk**

## **Application**

**Name:** Click or tap here to enter text.

**Faculty/School/Centre:** Click or tap here to enter text.

**E-mail address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Statements:**

[ ] I have NOT previously been awarded funding from the Technical Development Fund

[ ] I understand that if awarded a funding, I will be required to complete a short report about the visit and my learning outcomes following my trip.

**Current role** **(no more than 100 words):**

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| Click or tap here to enter text. |

**Name of activity:** Click or tap here to enter text.

**Location of activity:** Click or tap here to enter text.

**Dates and duration of activity:** Click or tap here to enter text.

**How will attending this activity benefit your career development and your role at the University?**

**(no more than 150 words):**

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| Click or tap here to enter text. |
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**Funding requested: (please provide a breakdown of proposed expenditure, i.e. registration fees, travel, accommodation, subsistence)**

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| Click or tap here to enter text. |

**Please advise on whether you have sought funding from your Faculty/School/Centre and/or external sources. If the activity requested is essential to your role this should be funded by your School/Centre: (applicants must seek funding from their Faculty/School/Centre in the first instance and are encouraged to only apply to the Fund if Faculty/School/Centre funds are unavailable and/or if only a partial contribution is available).**

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| Click or tap here to enter text. |
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## **Line Manager Approval**

**Name:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**E-mail address:** Click or tap here to enter text.

**Statement of support (no more than 150 words):**

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| Click or tap here to enter text. |

**I confirm that** Click or tap here to enter text. **has permission to attend the activity, if their application is successful.**

**Signature:** Click or tap here to enter text.