

## DEPARTMENT OF PSYCHIATRY

### STAFF DEVELOPMENT FUND



The Staff Development Fund exists to assist members of staff (Professional/Support and Research Staff) who:

- Are University employees; and
- Have no funding for the training activity or have access to limited funding which falls short of the total funding required; and
- Are not able to access any other sources of funding, e.g. from your research group.

The Staff Development Fund is not able to support:

- Costs associated with conference attendance; and
- Students (Research Training Support Grants (RTSG) are provided to postgraduate research students).

#### 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. The training must be directly relevant to your role. For external training, applicants should confirm that similar training is not available in the University (e.g. by IT Services or the Centre for Teaching and Learning). Staff who have attended a training course may be asked to provide feedback about the course and/or give a brief presentation about the course afterwards.

**Max funding available: Up to £500 per year (multiple applications may be made up to the financial cap).**

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

- Cost.
- How the training will help you to develop within your role and/or be of broader benefit to the department.
- Other training that you have received funding for under this scheme.
- 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 Staff Development Fund application form.
- Applications will be assessed by the Head of Administration and Finance in liaison with relevant departmental leads (Directors of Graduate Studies, Medical Studies, Clinical Research Facility, etc).

#### How to apply

- Please complete the Staff Development Fund application form, obtain your line manager's approval and submit the form to [david.hyland@psych.ox.ac.uk](mailto:david.hyland@psych.ox.ac.uk).

#### If your application is approved

- If the department can be invoiced directly for some or all of the costs, email the Finance team ([finance@psych.ox.ac.uk](mailto:finance@psych.ox.ac.uk)), attaching your approved application form to your email.
- If you are required to pay yourself, complete an expense claim form and pass it to the Finance team for processing, attaching your approved application form to the claim.
- Staff Development funding will be coded to HQ0000, SOF S7209.