ECR Net Zero Conference
Birmingham
27-28th February 2024
ECR Travel Fund

TERMS & CONDITIONS OF AWARD

Funding is available to support travel and subsistence for the meeting. Where travel is required, the UKCCSRC will normally pay the lowest available travel fares. For example, this means that low cost train tickets should be used where appropriate. Please note that travel by car/mileage claims will not be considered. It is expected that most ECRs will be able to travel to Birmingham on the morning of Tuesday 27th February and return home late afternoon on Wednesday 28th February, therefore requiring only one overnight stay in Birmingham. The UKCCSRC is able to provide accommodation for ECR Meeting Fund recipients, therefore funding will not be provided for alternative accommodation arrangements. Requests for an additional night of accommodation should be justified and approved in advance by the UKCCSRC Secretariat. The UKCCSRC may only reimburse expenses allowable by both EPSRC and the University of Sheffield (please note that the University of Sheffield does not allow bookings through the company AirBnB to be claimed); this includes no first or business class travel, public transport over taxi journeys where available and some restrictions on subsistence (subsistence may not be claimed in respect of conferences where meals are provided).

It is a condition of the award that the applicant contributes to social media outputs during and a blog at the end of the ECR Net Zero Conference. Our Communications Officer, Mel Green, melinda.green@sheffield.ac.uk, will be in touch before the Conference to let you know exactly what is expected and by when. Expense claims will not be processed by the UKCCSRC until satisfactory outputs have been submitted. Expense claims should be received by the UKCCSRC team no later than 5pm, 12th March 2024. Further applications for funding will not be considered by the UKCCSRC until satisfactory outputs have been submitted.

Please contact the UKCCSRC team at info@ukccsrc.ac.uk or call 0114 215 7228 if you require clarification on any matters financial or other.

Applicants must complete an expense claim form with receipts immediately after the Conference and send a scanned copy to Helen at h.gregory@sheffield.ac.uk. Expense claim forms will be emailed to all successful applicants following the ECR Net Zero conference.

Where out of pocket upfront costs would make a visit not possible, please contact the UKCCSRC team to discuss before expenditure takes place.

If actual expenses claimed from UKCCSRC are expected to exceed the value of the award made, applicants must seek advice, before travel bookings are made, from the UKCCSRC team at info@ukccsrc.ac.uk.