UKCCSRC Spring Conference,
Manchester,
27-28th March 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 Manchester on the morning of Wednesday 27th March and return home late afternoon on Thursday 28th March (unless also attending the ECR Awayday), therefore requiring only one overnight stay in Manchester. 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 at info@ukccsrc.ac.uk. The UKCCSRC may only reimburse expenses allowable by both EPSRC and the University of Sheffield; 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, roving mic duties during and a blog at the end of the UKCCSRC 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, 16th April 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 on 0114 215 7235 if you require clarification on any matters financial or other.

Applicants must complete an expense claim form with receipts immediately after the UKCCSRC Conference and email a copy of these to Helen Gregory, h.gregory@sheffield.ac.uk, for reimbursement. Expense claim forms will be emailed to all successful applicants following the Conference.

Where out of pocket upfront costs would make a visit impossible, 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.

Expense Claims to be emailed to: h.gregory@sheffield.ac.uk