Please complete each section. Words in *italics* in the boxes are for guidance, these may be deleted before filling the form.

**Name of Applicant and contact details\*:**

|  |
| --- |
| Name:  Post held:  University/institution/company:  Email:  Tel: |

**Name of researcher\* for whom funding is sought, if not named applicant:**

|  |
| --- |
| Name:  Post held: |

\*Please ensure all named applicants are members of HVB prior to submitting the form. PhD students are ineligible for these awards if a training fund is covered within their PhD stipend and they have remaining funds to pay for training.

**Description of training sought:**

|  |
| --- |
| *Please describe the training course or other activity for which funding is sought. Include website of training provider etc., describe how this fits within the scope of HVB* |

**Benefit of training to the applicant:**

|  |
| --- |
| *Please describe how the training will enhance the applicants skills, how will these skills be deployed (e.g. training others in the team, helping to achieve research objectives)* |

**Dates:**

Training dates:

Anticipated report and invoice date:

**Cost of training:**

Please itemise, we will only award costs up to £1,000 per applicant.

|  |
| --- |
| *For example, training course fees or cost of travel, accommodation.*  *Please do not claim for items which are already funded through current grants held.*  *Staff time to attend training courses may not be claimed. These funds are not for conference attendance.* |

**PLEASE CONFIRM:**

Further details of all these statements are within the operational guidelines for training funds – please read these before applying for funding.

|  |  |
| --- | --- |
| I am eligible to receive BBSRC funding | Yes/No |
| Applicants are HVB members | Yes/No |
| A CV of the person for whom training is sought is attached to this form | Yes/No |
| I do not have other source of funding to pay for this training | Yes/No |
| I understand that funds are transferred in arrears and will pay for actual costs up to the value of £1000. To claim funds, an invoice and a completed award report form are required. | Yes/No |
| I understand that the details of awards, training obtained and names of individuals may be published on the HVB website | Yes/No |