**Application for Training Funds**

Please complete each section. Words in *italics* are for guidance and may be deleted after completing the form.

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

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

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

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

\*Ensure all named applicants are members of HVB prior to submitting the form. PhD students are ineligible if a training budget is included in their PhD stipend and they have remaining funds to pay.

**Description of training sought:**

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| *Please describe the training course or other activity for which funding is sought and how this is relevant to HVB’s scope.* |

**Benefit of training to the applicant:**

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| *Please describe how the training will enhance the applicant’s skills and 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 (including VAT) per applicant.

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| *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 |
| 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 |