**FACULTY OF MEDICINE AND HEALTH**

**ACADEMIC DEVELOPMENT FUNDING FOLLOWING A PERIOD OF LEAVE**

**1. INTRODUCTION**

The purpose of this funding is to help enable academic staff within the Faculty of Medicine and Health (including teaching, research, and clinical academic colleagues) maintain their academic trajectory and career development whilst on a period of leave, or to enable them to re-engage with it at the end of the break. It is recognised that the taking leave and returning to work from significant periods of leave can be a challenging time, which may require the juggling of personal responsibilities with work commitments.

Eligible colleagues may apply for an award of up to a maximum of £15k per person, per continuous period of leave, during/following maternity, parental, adoption, shared parental leave, a career break taken to undertake caring responsibilities, or sickness absence. The funding under this award is only available during or following a period of leave normally lasting a minimum of 6 months but is considered on a case-by-case basis.

This fund does not replace the funding normally available for staff at School/Institute level but is in addition to support the academic career development as described above.

This policy is in addition to university policies and does not intend to replace or amend them.

**2. ELIGIBILTY**

All academic staff within the Faculty of Medicine and Health (including research and teaching staff and those on joint clinical-academic appointments), who are planning to or have recently taken a period of leave as outlined in Section 1 are eligible to apply.

**3. FUNDING AVAILABLE**

A maximum of £15k per person per period of leave (no more than one per annum). Funding can be applied for as a single lump sum or in smaller support packages.

**4. EXAMPLES OF HOW FUNDING COULD BE USED**

Funding under the scheme can be used for any legitimate purpose identified by the applicant that addresses a clearly identified barrier to return to research and/or teaching and demonstrates a link to career development in research and/or teaching. This is about the individual and their career trajectory and is not intended to be used to back fill, for example teaching activity, when the candidate is absent (this is an existing School responsibility). The scheme will not fund routine childcare costs, consumables for pilot studies etc, and does not replace other funding mechanisms. The scheme is not prescriptive, and could include but is not limited to:

1. indirect childcare/other care costs to attend a conference, other research-related or scholarship activity (for example the travel expenses of the person caring for the child whilst the staff member attends a conference);
2. funding for a fixed term researcher to maintain activity during a break;
3. training to support career/ professional development for example where the training is relevant to the reengagement or where a training event could not ordinarily be attended because of the break. This might include training on new student support systems or technology-enhanced learning developments;
4. short-term secondments to enable the staff member to ‘get up to speed’ with recent research developments;
5. short-term research support, for example to generate preliminary data to support research grant applications if there is no alternative funding;
6. short-term research or administrative assistance;
7. conference attendance to re-establish a research profile, or update teaching and assessment skills;
8. travel and accommodation costs of research collaborators coming to Leeds to assist re-establishment of a research profile (intended to reduce the need on the returning carer to travel and may support work-life balance);
9. costs to support the updating of modules or programmes, such as travel costs associated with developing collaborations, involvement of external partners, or investigating new technologies or approaches.

This list is not exhaustive, and any reasonable applications will be considered providing the link to career development in scientific research can be demonstrated.

**5. APPLICATION PROCESS (See Appendix 1 for flowchart of process)**

* Applications may be made 6 months prior to commencing a period of leave and up to 12 months following a return from leave. Individuals may apply at any time throughout their period of leave.
* Prior to staff making an application they should discuss this with their line manager to ensure there is no alternative funding available.
* Advice for applications may be sought from the contacts shown in Section 11
* The application should be made using the [ADF application form](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FZQHA19HdYq&data=05%7C02%7CM.Bolt%40leeds.ac.uk%7C4080ca6edb2549f389aa08dd138d8be3%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C0%7C0%7C638688220866765670%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=YOsPK7nLCUKG09RXXTpEgxjbRwwQtu5k1%2Bz%2BJU%2FBFwc%3D&reserved=0) which once submitted is automatically shared with Heads of School/Institute for approval and cannot be edited. The Head of School/Institute may reject the submission and will provide feedback on how to improve the application if necessary.
* Once approved, the form will be shared with the panel consisting of the Deputy Dean (EDI), Finance Manager, Line Manager and HR representative for consideration.
* Previous applicants have told us it would be useful to discuss their application with a previously successful applicant. The contact details of colleagues who have agreed to be ADF buddies are given below.

|  |  |  |
| --- | --- | --- |
| **6. KEY CONTACTSContact Type** | **Name** | **Email** |
| Key HR Contact | Emma Bates | E.L.Bates@leeds.ac.uk  |
| ADF Administrator | Amy Mills | A.L.Mills@leeds.ac.uk  |
| For Further details | Louise Bryant | L.D.Bryant@leeds.ac.uk  |
| ADF Buddy  | Marjorie Boissinot  | m.boissinot@leeds.ac.uk  |
| ADF Buddy | Gemma Travis-Turner  | G.Traviss@leeds.ac.uk  |
| ADF Buddy  | Amy Russell  | A.M.Russell@leeds.ac.uk  |

**7. EVALUATION**

All recipients are asked to complete a [very short evaluation form](https://forms.office.com/e/E1tGG8X7AA) outlining the benefits of the fund and how it supported their career development within 12 months of receiving the funds.

This scheme will be reviewed in September 2026

**September 2024**

*Appendix 1 – Flowchart of process*

**Prepare application**

Identify use of Academic Development Fund to support career

* Up to 6 months before to 12 months after the absence leave
* Discuss intentions with Line Manager and check eligibility
* Seek advice from an ADF Buddy for support with application if needed

**Application Process**

* Complete [ADF application form](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FZQHA19HdYq&data=05%7C02%7CM.Bolt%40leeds.ac.uk%7C4080ca6edb2549f389aa08dd138d8be3%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C0%7C0%7C638688220866765670%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=YOsPK7nLCUKG09RXXTpEgxjbRwwQtu5k1%2Bz%2BJU%2FBFwc%3D&reserved=0) which is sent to Heads of School/Institute for approval.
* If not approved by Head of School/Institute applicant will receive feedback from them. Any further applications will require submitting another form
* If approved by Head of School/Institute the application is shared with ADF panel for discussion based on eligibility criteria, access to alternative funding etc..
* Outcomes and feedback from the panel are shared with the applicant

Approved

Declined

Feedback to applicant, including potential other sources of funding

Individual focus on carrying out activities cited within the application

Complete evaluation form within 12 months

*Appendix 2 – Application Form (Pro Forma)*

**Please submit your application using the Microsoft** [**ADF application form**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FZQHA19HdYq&data=05%7C02%7CM.Bolt%40leeds.ac.uk%7C4080ca6edb2549f389aa08dd138d8be3%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C0%7C0%7C638688220866765670%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=YOsPK7nLCUKG09RXXTpEgxjbRwwQtu5k1%2Bz%2BJU%2FBFwc%3D&reserved=0) **only.**

To support your application please see the information and questions below that are required for the application:

**ACADEMIC DEVELOPMENT FUNDING APPLICATION FORM**

**SECTION A** ***To be completed by member of staff***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |   | Department  |   |
| Job Title  |   | Employment Start Date  |   |
| Please identify how you meet the eligibility criteria for the Fund (please refer to supporting documentation):Please identify how this period of leave will/has impacted on your academic trajectory or career development.Please outline how you will use the Academic Fund if successful and how this will help address the impact described above and help you maintain your academic trajectory and the advancement of your academic career.     Please give an approximate breakdown of the total funds requested (e.g. cost of research assistant, conference, training attendance).       |
|   |
| Total amount of funding requested:  | Date(s) funding required:   |
| Signature:  | Name (Printed):  |
| Date  |   |

**SECTION B** ***To be completed by Head of School/Institute and returned to Human Resource***

I support/ do not support *(delete as appropriate)* the above application for Academic Development funding.

|  |
| --- |
| Please outline your reasons for supporting or not the application.  |
| Head of School Signature:  | Name (Printed):  |
| Date  |   |
| SUPPORTED/NOT SUPPORTED  |  Signature:  |
| Date  |   |