# Application for a Trainee Bursary 2018

**Please complete electronically and only the white sections on page 2**

**Submit only one application per person, one activity per application**

Health Education England in the East Midlands is delighted to announce that it will be awarding bursaries to support the development of excellence for our trainees. The bursary can be used to support individual development in a number of ways:

* Funding for applicants who have had presentations accepted at national or international conferences, and have no other sources of funding, are welcome and will be regarded as a priority for funding\*.
* Applications can also be for attendance of courses, and other developmental meetings, or to facilitate visits to other healthcare facilities or organisations, if the applicant can demonstrate that these will allow them to further develop in an area in which they have already demonstrated some expertise.

\*All East Midlands trainees may apply. Applications from NIHR trainees would rank lower than clinical colleagues who do not have access to an NIHR bursary and are far less likely to be approved.

If you wish to spend time observing an outside organisation or attend a meeting/course that is not covered by CSL please describe the work already done in this area and how attendance will help you develop this work. For example, if you wish to spend time looking at safety within a safety critical industry you would need to demonstrate that you have an interest in patient safety and have undertaken work, over and above the curriculum requirements, in this area.

Please ensure that you read the information on page 2 carefully; by submitting an application, you confirm that you agree to the conditions specified.

Your activity should be completed by 31st March 2019. Applications for activities continuing beyond this date may be considered, but may receive less weighting compared to activities concluding in this financial year.

**Use this form to submit your application (typed). Save it in Word (not PDF) with your name in the file name, for example: ‘**Bursary Application - O’REILLY Gerard’ **and email it to** [StudyLeaveBursary.EM@hee.nhs.uk](mailto:StudyLeaveBursary.EM@hee.nhs.uk) **by 11:59 on Sunday 21 October 2018.**

Further information, including FAQs and examples of successful applications from the 2017 scheme, can be found on our website: [www.eastmidlandsdeanery.nhs.uk/policies/study\_leave/bursary\_scheme](file:///C:\Users\Andrew.Petherbridge\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\F947NX3W\www.eastmidlandsdeanery.nhs.uk\policies\study_leave\bursary_scheme)

## By submitting an application, you confirm that you have read and agree to the following:

* All details related to your application on page 4 must be completed.
* Your application must be within the space provided on page 4, typed in Arial font, size 11. Additional documents, with the exceptions of abstracts, will not be considered.
* If your application is for presenting at a conference, you must send a copy of the abstract with your application email. Please state your contribution to the work being presented and, if appropriate, any plans you have for continuing the work.
  + If your abstract has not yet been accepted, please include your abstract submission regardless.
  + If your abstract is not accepted for presentation, you agree to notify HEE East Midlands, and your bursary will be withdrawn.
* You are currently on a formal training programme managed by HEE East Midlands, and will be when the activity is completed. Period of grace is not classed as training time.
* You have the necessary leave arrangements in place to undertake the activity. Successful application for the Trainee Bursary does not automatically mean your employer must support your leave request.
* The activity you are applying for is not one of the following:
  + A requirement for your current curriculum, or for a training programme you are applying for in the future.
  + PGCert or similar
  + Leadership course
  + Exam
  + Masters applications may be considered by the panel, but will receive lower weighting than other applications.
* The maximum claim available per individual is £5000.
* The expense types that will be approved for successful applications are specified on page 4. You may also include ‘other’ costs, but these may not be approved even for successful applications.
  + Costs not included on page 4 may not be claimed post-event.
  + You must be able to provide receipts afterwards for claiming; ‘salary’ payments (for non-paid experience periods) and ‘per-day’ payments will not be approved.
* If successful, you will submit a leave request (claiming 0 days if you are not using study leave) on Intrepid Leave Manager ahead of the activity taking place, including claims for any approved expenses.
  + If the activity has already taken place by the time that your application is approved, you will need to contact the HEE study leave team at [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk) to upload the leave request.
* You will complete a feedback form within 2 weeks of completing your activity, or of being awarded the bursary, whichever is later; you also agree that the feedback can be used on the HEE East Midlands website to promote the scheme.

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| **APPLICANT DETAILS** |

Top of Form

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| --- | --- | --- | --- |
| **First name** |  | **Surname** |  |
| **Training Programme** |  | **Grade** |  |
| **GMC/GDC/FPH number** |  | | |
| **Email** |  | | |
| **Employer (Trust/Lead Employer – not HEE)** |  | | |

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| --- | --- | --- | --- | --- | --- |
| **Activity Start Date:** |  | | **Activity End Date:** |  | |
| **REQUESTED COSTS** | | | | | |
| **Course/Conference fees:** | | | | | £ |
| **Travel (mileage/public transport):** | | | | | £ |
| **Accommodation:** | | | | | £ |
| **Subsistence:** | | | | | £ |
| **Other (please specify costs per item):**  Please note that other costs will only be supported at the discretion of the panel | |  | | | £ |
| **TOTAL REQUESTED FUNDING** | | | | | £ |

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| **TITLE OF APPLICATION** |
|  |
| **APPLICATION IN DETAIL (use only this space provided, Arial size 11)** |
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**If this text appears on page 5, you have written too much. Your application must not exceed this page.**