S&C PTO Career Development Fund – Application Form

**Section 1: About the PTO Career Development Fund**

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| **Funding type** | Our PTO Career Development awards support:   * Training or CPD courses. * Attendance at conferences that support your career development. * Imperial courses that have an associated cost. * Other relevant career development opportunities. |
| **Total funding** | The PTO Career Development Fund’s indicative overall annual budget is up to a total of £10,000. Individual applications are capped at £1,000 max. |
| **Opening date** | 11 November 2024 |
| **Closing date** | 31 January 2025 |
| **Who can apply** | You must be an S&C Department-based substantive PTO staff member. |
| **How to apply** | Applicants must complete and submit their application form by the deadline specified above. Submit the form to [sandc-comms@imperial.ac.uk](mailto:sandc-comms@imperial.ac.uk) using the subject line: *PTO Career Development Fund*. |
| **Eligible costs** | Funding is limited to training or conference fees, travel and subsistence. |
| **Not eligible costs** | Funding cannot be applied for retrospectively. |
| **How the application will be assessed** | Your application will be assessed based on the following:   * The significance and relevance of the of the development opportunity to your role. * The time commitment needed for the development opportunity and your planned mitigation of disruption to your work. * The validity of the applicant's reasons for participating. * The aptitude, capability and potential of the applicant to benefit from the opportunity. |

**Key dates**

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| **PTO Career Development Fund** | **Round 1** |
| Application period | 11 November 2024 - 31 January 2025 |
| Review and outcome by | 14 February 2025 |
| Career development period | 15 February – 31 December 2025 |
| Budget to be spent by | 31 July 2025 |

**Section 2: Application Summary**

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| 1. **Name of applicant** |  |
| 1. **Current Division** |  |
| 1. **Imperial email address** |  |
| 1. **CID** |  |
| 1. **Details of the development opportunity, including name of organisers, dates, web link.** |  |
| 1. **Total cost of course.** |  |
| 1. **Requested contribution (including additional cost breakdowns).** |  |
| 1. **If the total cost is greater than £1000, do you have additional funding? If yes, where have these funds come from and how much do you have?** |  |
| 1. **Please explain how is the opportunity going to help your current job or your broader career develop? (Max. 200 words)** |  |
| 1. **Please explain why this opportunity is not available through Imperial, for free.** |  |
| 1. **Do you have approval from your line manager to undertake this development opportunity? If yes, what mitigation strategy has been agreed to cover any work disruption?** |  |