**Faculty of Environmental and Life Sciences**

Application for funding to support staff taking leave for family and caring purposes

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Employee full name: |  |
| Employee number: |  |
| Post title: |  |
| Academic Unit: |  |
| Current Level & spinal point: |  |
| Line Manger: |  |
| Has alternative sources of funding (e.g. from funding body) been investigated? |  |

1. **REASON FOR APPLICATION**

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| Please write a short proposal (less than one side of A4) outlining the resource needs and staff costs (up to £3000). |
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1. **APPROVAL PROCESS**

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| Head of School: |  |
| Date: |  |
| Comments: | |
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|  |  |
| --- | --- |
| Dean/Associate Dean: |  |
| Date: |  |
| Comments: | |
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| Head of Faculty Finance: |  |
| Date: |  |
| Comments: | |
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