**NIKRF – Janet Greeves Legacy Fund Training Grant**

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**Applying for Funding**

* The training grant is intended to provide financial support for a doctor/nurse/allied health professional/scientist/researcher/student to undertake novel or advanced training not usually offered by their employer.
* The overall remit of the grant includes all areas of renal health and social care.
* The training grant must have clear potential for directly benefiting renal patients in Northern Ireland.
* The funding is intended to last for up to a maximum of 6 months.
* The award will support the basic salary costs (plus employer’s contribution to superannuation and national insurance, and normal increments and inflationary pay awards) for the number of sessions/hours devoted to the training grant.
* The grant will not support other costs related to the grant (e.g., cover needed for the staff member’s absence). These must be sourced from elsewhere and where these ‘other costs’ are required in-order to successfully undertake the award, evidence of the awarding of these costs must be provided to NIKRF before funding will be released.

**Submission of Application**

* The application form should be saved as a PDF file for submission.
* Where relevant, any line manager, co-applicants or collaborators on the application should be cc’d into the submission email.
* The applicant must also submit a CV (maximum 2 pages) with 200-word biography and photo. If successful, the biography and photo will appear on NIKRF website. Also, after completion of training the successful applicant will need to submit a short paragraph of their training for the NIKRF web site. They may also be required to send updates on their training for social media platforms and be invited to speak at a NIKRF meeting.
* In addition to the application and CV, a full breakdown of costs should be calculated by a finance department and submitted also.
* If you have not done so already, please arrange a date to present your proposal at a Renal Research in Progress Meeting by contacting the Chair of the Meeting by email to [Stephen.ONeill@belfasttrust.hscni.net](mailto:Stephen.ONeill@belfasttrust.hscni.net)
* Applications are invited from Health and Social Care Trust staff and employees who hold joint university appointments. The relevant Trust Managers/Line Manager must have agreed to support the application prior to applying for grant. These applications should be submitted to [stephen.oneill@belfasttrust.hscni.net](mailto:stephen.oneill@belfasttrust.hscni.net)
* Applications are also invited from University academic staff members. This may include a self-application or support for a staff or student member of a research team. These applications should be made to [g.j.mckay@qub.ac.uk](mailto:g.j.mckay@qub.ac.uk)

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|  | Applicants should try to adhere to the given layout. The form should be completed in Arial font size 11pt and single line spacing. | | | |  | |
| **1** | **APPLICANT’S DETAILS** | | | | | |
|  | Name (including title) | | |  |  | |
|  | | | | | | |
|  | Professional Background | | |  |  | |
|  | | | | | | |
|  | Professional Registration  *(if applicable)* | | |  |  | |
|  | | | | | | |
|  | Current Job Title | | |  |  | |
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| **2** | | **EMPLOYMENT DETAILS & APPLICANT CORRESPONDENCE** | | | | |
|  | | The correspondence details are the only means by which the NIKRF can communicate with the applicant. Please provide a valid correspondence address, with up-to-date telephone and email details. | | | | |
|  | | Employing Organisation |  | | |  |
| Department |  | | |
| Address |  | | |
|  |  | | |
| Postcode |  | | |
| E-mail |  | | |  |
|  | | Telephone/Mobile no. |  | | |  |
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| **3** | Describe the training you plan to undertake, where the training will be undertaken, clearly state your aim, and proposed objectives, and describe your plan for maximising the benefit of the training. (800 words max) |
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| **4** | | | Clearly define the anticipated outcomes including training outputs within the timescale of your training grant. (400 words max) | | | | | | | | | |
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| **5** | | | Describe any previous training you have undertaken to support the additional training that you will receive. (400 words max) | | | | | | | | | |
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| **6** | | | Provide justification for the funding support requested. (800 words max) | | | | | | | | | |
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| **7** | | Details of Line Manager (if applicable) or co-applicant (if applicable) | | | | | | | | | | |
| Name | | | | |  | | | | | | |  |
| Position/Institution | | | | |  | | | | | | |
| Address | | | | |  | | | | | | |
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| Postcode | | | | |  | | | | | | |
| Email | | | | |  | | | | | | |  |
| Telephone | | | | |  | | | | | | |  |
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| Anticipated start date | | | |  | | Anticipated end date | |  |  | | |  |
|  | PLEASE SUBMIT APPLICATION, CV (MAX. 2 PAGE) AND COSTINGS TO: | | | | | | | | | |  | |
|  | Stephen O’Neill by email (Stephen.ONeill@belfasttrust.hscni.net) if you are HSC staff  Gareth McKay by email (g.j.mckay@qub.ac.uk) if you are a University staff | | | | | | | | | |
|  | **Has this proposal been presented at the Renal Research in Progress Meeting?** | | | | | | | | | | | |
| If yes, on what date? | | | | | |  | | |  | | |
| If no, what date is presentation planned? | | | | | |  | | |  | | |
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| **References** |
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