**PGR Carers**

**Professional Development Financial Support Scheme**

Proficio has a dedicated fund to enable students with caring responsibilities to access professional development opportunities. Students can claim a maximum of £500/year, and £150/individual claim, to help cover the additional costs of care. The claim for care will not be deducted from a students Proficio course/conference allowance.

Care must be provided by an individual or organisation that can provide proof of payment/receipt.

**STAGE 1 – INITIAL REQUEST**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Registration Number |  |
| Department/School |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Date of Course/Conference |  |
| Title of Course/Conference |  |
| Location of Course/Conference |  |
| Duration of Course/Conference (either in days or hours) |  |

**CARE DETAILS**

|  |  |
| --- | --- |
| The person(s) requiring care’s relationship to you | Child  Parent  Grandparent  Other (please state) |
| Type of care required | Childcare  Day nurse  Respite care  Other (please state) |
| Duration of care being requested (either in hours or days) |  |
| Name of company/organisation/charity providing care |  |
| Cost of care being requested |  |

**TRANSPORT DETAILS**

|  |  |
| --- | --- |
| Will additional transport costs be incurred to enable the care to be provided? | Yes  No |
| If “Yes”: |  |
| Mode of transport |  |
| Length of journey |  |
| Estimated total cost of journey(s) |  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please provide any other information that you deem appropriate, for consideration as part of the approval process. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature (or typed name) |  | Date |  |

Please submit this form to [Proficio@essex.ac.uk](mailto:Proficio@essex.ac.uk)

Your request will be considered by the Deputy Dean (Postgraduate Research Training), and you will be notified of the outcome, usually within 7 days.

**STAGE 2 – DEPUTY DEAN (POSTGRADUATE RESEARCH TRAINING) APPROVAL**

**APPROVAL OUTCOME**

|  |  |
| --- | --- |
| Has the above request been approved | Yes  No  Partially |
| If “no” or “partially”, please provide a rationale for the decision |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DD-PGRT Signature (or typed name) |  | Date |  |

**STAGE 3 – REIMBURSEMENT**

Following Deputy Dean approval (Stage 2), please submit your receipts/proof of payment on an separate payment requisition form (provided by the Proficio Team) simultaneously as submitting your conference/course expense receipts. Please include this completed form when submitting the expenses form.

If you have any questions, please email [proficio@essex.ac.uk](mailto:pgresearch@essex.ac.uk)