

Guidance

- Before completing your request, please read the “Guidance Notes” on page 3 of the Career Development Fund for Carers application form.
- The application is online and not intended to be printed. Text boxes have a character limit – you may write more, but it will not be visible should you choose to print it.
- Completed applications should be signed electronically and emailed to your Head of Department, or in the case of Professional Services area, Line Manager. It is advisable for the applicant to keep a copy of the application.

Decision making process

- An initial decision will be made by the Head of Department/Line Manager.
- Discussion will then take place between the Head of Department/Line Manager and the Executive Dean/Head of Section.
- Approval will be given by the Executive Dean/Head of Section, or their nominee. Each case will be considered individually depending on the specific circumstances and the needs of the individual.
- Approval will only be given where there is a clear benefit to the individual’s career development, and no other source of funding (e.g. grant funding) to cover the request is available. Where possible, a decision will be given within 3 weeks.
- Successful applications should be emailed to the applicant, the faculty or section budget holder and diversity@essex.ac.uk.
- Unsuccessful applications should be returned to the applicant, including an explanation as to why it was declined.
- Following attendance, the applicant should complete an expenses form, including receipts where possible.
- Successful applications and committed budget is to be monitored by the faculty or section budget holder and communicated with the Executive Dean/Head of Section.
- HR to contact successful applicants on the usefulness of the scheme and the impact that it has made.