**Returning Carers’ Fund Application Form**

Please read the Returning Carers’ Fund Guidance Document before completing this form.

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| **1. Personal Details** | | | | | | | | |
| Name (title, first name, family name) | | | |  | | | | |
| Type of post (e.g. PDRA, Associate Professor) | | | |  | | | | |
| Contract end date, if you are on a fixed-term contract | | | |  | | | | |
| Type, length and dates of leave | | | |  | | | | |
| Department/Faculty | | | |  | | | | |
| Department code to which the budget should be allocated, if successful | | | |  | | | | |
| Expected project end date | | | |  | | | | |
| Email address and telephone number | | | |  | | | | |
| **2. Purpose of funding requested**  *Indicate the main purpose(s) of the funding requested by ticking the boxes below (tick all that apply; note that the list is not exhaustive).* | | | | | | | | |
|  | **Teaching buy-out** |  | **Conference attendance** | |  | **Small scale lab/other equipment purchase** |  | **Short-term secondment** |
|  | **Training or professional development** |  | **Funding visits to Oxford by your research collaborator(s)** | |  | **Short-term research or administrative assistance** |  | |
|  | **Other (please specify):** | | | | | | | |
| **3. Total sum requested**  *Costs should first be met or part-met from other sources, such as grant funding or departmental sources, and details of any matched funding or other support being provided by your department should be included here* | | | | | | | | |
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| **4. Details of how the funding will be spent** *Give a detailed breakdown of how you propose to spend the grant and the time period for which the funding is requested* | | | | | | | | |
|  | | | | | | | | |
| **5. Grant outcomes**  *Give details of the outcomes and impact you expect from the funding, for example, how the grant will help you to re-establish your research and how it will contribute to your career progression. If on a fixed-term contract, outline your plans beyond your contract expiry date.* | | | | | | | | |
|  | | | | | | | | |
| **6. Feedback (optional)** *Do you have any suggestions as to other measures that the University might take to better support those taking career breaks?* | | | | | | | | |
|  | | | | | | | | |
| **7. How did you hear about the Returning Carers’ Fund?** | | | | | | | | |
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| **Applicant’s signature**  *By submitting this application I agree to the processing of my personal data, as detailed in the attached privacy notice.*  **Name:**  **Signature:**  **Department/Faculty support**  *Please ask your Head of Research Group, or Head of Department/Faculty Board Chair, and your Departmental/Faculty Administrator to sign this form confirming that:*   1. *Your contract end date (if applicable) is as given overleaf* 2. *Your application has been discussed and agreed (including with your college, if applying for a teaching buy-out)* 3. *You are expected to establish an independent research career*   **Name**:  **Signature:**  **Position**:Head of Research Group/Head of Department/Faculty Board Chair (delete as appropriate)  **Name**:  **Signature:**  **Position**:Departmental/Faculty Administrator  **Date**: | | | | | | | | |

**Privacy notice**

**Data protection.** In the course of completing this application, you have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

**How we use your data.** We will use your data to assess your application, and administer and evaluate the Returning Carers’ Fund. We are processing your data for these purposes only because you have given us your consent to do so by signing this form. You can withdraw your consent at any time by contacting your divisional contact, as detailed in the Returning Carers’ Fund Guidance Document and on the [Returning Carers’ Fund website](http://www.admin.ox.ac.uk/eop/gender/carers-fund/). In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

**Who has access to your data?** Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

**Retaining your data.** We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

**Security.** Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the University’s [Information Security website](https://www.infosec.ox.ac.uk/).

**Where we store and use your data.** We store and use your data on University premises, in electronic form.

**Your rights.** Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

**Contact.** If you wish to raise any queries or concerns about our use of your data, please contact us at [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk) or the Equality & Diversity Unit, Wellington Square, Oxford, OX1 2JD.