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Technician’s Development Fund

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In October 2018, the University of Liverpool joined universities and research institutions from across the UK in backing a pledge to support technicians. The Technician Commitment is a sector-wide initiative led by the Science Council, supported by the Gatsby Foundation to address key challenges facing technical staff working in research. The pledge will ensure greater visibility, recognition, career development and sustainability for technicians across all disciplines.

Technicians and line managers of technical teams are invited to apply to the Technician’s Development fund. The fund is held centrally by The Academy and is to provide grants to support a developmental activity, event or project which will improve, enhance, or develop our technicians and the wider technical community.

Who can apply?

Any technician or line managers of technical teams can apply for the grant.

How much can I apply for?

The amount of your application will depend on the type and scope of development you are looking to commission. We have a total fund of £15,000 for this year’s grants and therefore we will strongly welcome part or match funding from departments to make the activity reach as many people as possible. The application must include details on the return of investment anticipated.

What can allocated grants be used for?

We would encourage an imaginative use of these funds. However, grants should be used strategically help the meet the aims of the Technician Commitment. Some examples of what the grant could be used for include:

* Commissioning of external expertise to develop technicians or technical teams.
* Travel costs for cross institutional secondments.
* Purchasing of online development tools that can be disseminated widely across the University.
* The development of training for a new piece of equipment.

What the grant cannot be used for

We have no explicit list of activities that the grant should be used for, but some examples include:

* To cover the cost of existing activities or projects we reasonably believe the department should cover.
* Staffing costs related to disability support, family leave or sickness absence.
* Staffing costs where there is a reasonable expectation that these should be covered by the department or are intrinsic to the normal role of the employee (e.g., a UoL employee speaker fee at a UoL event).

What is the shortlisting / assessment criteria?

The Technician Commitment Steering Group will review the applications and choose a range of activities that best meet the purpose of the grant. Whilst we would encourage you to be ambitious in your application, it should also be realistic; successful applications will clearly demonstrate that the activity will work or is needed and are achievable within the prescribed timeframe. Items the steering group will assess are:

* Does the application demonstrate how a return of investment will be calculated?
* Does the application have the support of the Head of Department or equivalent?
* Does the application meet the aims of the Technician Commitment?
* Does the application explain how the recipients plan to disseminate new learning or techniques?
* Does the application help meet the aims of the university strategy?

Technical staff are often in student facing roles and therefore find themselves in situations where they offer pastoral support. Applications which aim to support technicians in this area will be looked upon favourably. As will applications that support the Universities commitment to equality, diversity, and inclusion.

If you are not successful it doesn’t mean it wasn’t a good idea, or a worthy activity, just that we have a limited number of applications we can support at this time and that you should try again in the future.

When must the activity happen?

The activity must be completed by the 30th June 2024. The grant will be transferred to your department’s budget account when we receive confirmation that the activity can go ahead.

The grant cannot be rolled over into a new financial year, and if the activity does not taken place, you **will be required to re-pay the money in full.**

Will I need to do an evaluation?

To learn what the positive outcomes have been achieved as a result of the grant an evaluation **will** need to be completed. The evaluation report should include how successful it was in meeting the original objectives, lessons learned and recommendations. This must be submitted to The Academy within 6 weeks of the activity finishing. You may also be expected to attend the Technical Leaders Forum (or Technical Network events) to discuss how the development has changed practice.

What is the application deadline?

We will accept applications on an ongoing basis until the fund is depleted up until the **1st June 2024**. Completed application forms must be sent to theacademy@liverpool.ac.uk

**Failure to carry out the activity or to not provide an evaluation report will require the monies to be repaid in full to The Academy.**

**Technicians Development Fund**

**Application Form**

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| --- | --- |
| Staff Number: |  |
| Name: |  |
| Email: |  |
| Tel: |  |
| Department: |  |
| Job Title |  |

**Are you applying for the grant (tick):**

|  |  |
| --- | --- |
| **On behalf of yourself** |  |
| **On behalf of your department** |  |
| **On behalf of a group** |  |
| *Please state which group:* |

**How much are you applying for?**

Note: Applications will be favoured from those that have sought match funding from their Faculty/Department.

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**Is partial / match funding being provided by your department or other source?**

Yes / No

If yes, please outline what this is:

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**What is the title of your activity?**

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**Outline what the activity is?**

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What are your expected outcomes (ROI) from the activity?

Include any return-on-investment calculations or long-term savings projections.

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How will you share the outcomes of the activity with other technicians or teams?

Include details such as, numbers of people that would benefit, training plan, etc.

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Declaration

By submitting this application, I agree to the following terms and conditions:

* I am applying for a grant to support the development of technicians or technical teams.
* This activity will be completed in the academic year 2023-2024
* A completed evaluation of the activity must be submitted to The Academy within 6 weeks of the activity finishing.
* I agree to cascade any new learning or techniques as widely as possible within the University.
* The grant money for successful applications will be transferred to the host department’s account.
* The Academy will not be providing administrative support for the implementation of the activity. It is your responsibility to make all necessary arrangements.
* No additional funding for the activity will be made available from The Academy. Any additional funding will be your responsibility to secure.
* Failure to implement or complete the activity, and a failure to provide an evaluation will result

in the full grant being repaid to The Academy.

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| --- | --- |
| *Applicant Name:* | *Line Manager Name:* |
| *Signature:* | *Signature:* |
| *Date:* | *Date:* |