



The
University
Of
Sheffield.

Faculty
Of
Engineering.

Learned Societies Funding – guidance and application form

The Learned Societies Fund is now managed at Faculty Level and the process for application is described below.

Who is eligible to apply?

Applications to the fund can be accepted from:

- academic and academic-related staff
- registered postgraduate students who are not able to obtain support for attending learned society meetings from their sponsors

Eligible activity

Provision of an allowance towards expenses in attending eligible events covers the following activities:

- a. Attendance to give an **oral account or a poster** of original research work, of which the member of staff is the author or joint author, at a meeting of a learned society, academic conference, symposium etc. of national standing to be held **worldwide**, with a view to publication of the work (costs will be met for only one contributor when presenting multi-authored work);
- b. irrespective of (a) above, making **one** visit in **each academic year** (1 October - 30 September) to hear original contributions to learning at a meeting of a learned society, academic conference or symposium held **worldwide**; and
- c. Attendance at a meeting or meetings, as an officer or member of the council of a learned society. In the first instance reimbursement should be sought from the learned society. A claim should be submitted to the Faculty fund, only if the society is unable to cover costs of attendance and the applicant must confirm that this is the case when they are applying.

Application process

Applicants should complete the form (link to be included) and return to their Head of Department for authorisation. If the application should be considered via other funding sources, the applicant will be advised and appropriate support provided.

Points to note

- Claims to the Learned Societies Fund are normally limited to three in any academic year (1 October to 30 September).
- Reimbursable expenditure is expected to be in line with other expenses claimed via the University. Please see the Staff Fees, Expenses and Benefits Procedure manual.

<http://www.shef.ac.uk/content/1/c6/08/24/65/Staff%20fees%20expenses%20and%20benefits%20manual.pdf>

- Funding can be used to match contributions from the applicant themselves, from the applicant's own department or from other sources of funding. However the total amount claimed from all sources must not exceed the total cost of participation at the event for which the funding is required.
- LSF funds cannot be made available in advance, except in the following cases; for advance payments of travel fares, accommodation and conference fees. Should the conference NOT be subsequently attended, or the LSF claim be later rejected (for any reason), then any such advance payments will need to be retrospectively charged to an alternative departmental funding source.
- Claims must be submitted **in full** within two months of the expenditure being incurred. Failure to submit the claim within this timescale may result in the claim being void.
- Claims must be made and approved via normal expenses claims processes i.e. through the submission of a certified claim for expenses (grey form)
- The use of the funding will be monitored and reported on.
- Un-utilised Learned Society Funding within the Faculty of Engineering will be retained within the Faculty are redistributed between departments in accordance with Faculty Resource Allocation standard practices.
- Once the fund has been fully committed in any given year, it will be closed to further applications.
- It is the responsibility of Faculty Cluster staff in conjunction with the central Faculty Finance team to monitor the expenditure against budget of this source of funding.
- Cost centres to use
 - 308994 ACS
 - 308995 CIV
 - 308996 COM
 - 308997 CPE
 - 308998 EEE
 - 308999 MAT
 - 309000 MEC

Faculty of Engineering

Learned Society Fund Application Form

1. Name of applicant:
2. Department/School:
3. Conference/Event information

Title:

Date/s:

Location:

4. Purpose of your participation (please tick relevant box)

Delivery of paper / poster presentation of original research (please give the title of the paper below)	
Attendance to hear work by other participants	
Attendance at meeting as an officer or member of a learned society for which you confirm that no alternative funding from the society is available.	

5. Please give a breakdown of anticipated expenses using the table below

Breakdown of funding requested	£
Conference Fee	
Accommodation	
Travel and Subsistence	
Total Amount requested	

6. Please detail other contributions to the cost of participating in the conference/event for which you are making the application:
7. Signature of applicant and date:

Please return to your Head of Department.