

Workshop & Conference Support



***Guidance Notes and
Application Form for
Support for Research
Workshop/Conferences***

November 2008

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1 Introduction

- 1.1 The HSC R&D Office for the Health and Personal Social Services (HSC R&D Office) recognises that dissemination of new knowledge is an essential prerequisite for evidence-based and research-led Health and Social Care (HSC) services in Northern Ireland. Workshops and conferences can provide an effective method of dissemination of research findings and in acknowledgement of this the HSC R&D Office will provide support for relevant events.
- 1.2 All inquiries and correspondence relating to Research Workshop/Conference Support should be addressed to:

Dissemination (Research Workshops/Conferences)
HSC R&D Office
12-22 Linenhall Street
BELFAST
BT2 8BS

Tel: (028) 9055 3617
Fax: (028) 9055 3674
E-mail address: enquiry@rdo.n-i.nhs.uk

2 Eligibility

- 2.1 This application is intended to support the running and organisation of research workshops/conferences promoting evidence-based practice and research dissemination relevant to HSC. The HSC R&D Office will also consider funding individual attendees at conferences, to present outputs of HSC R&D Office funded research studies, where other sources of funding are not available.
- 2.2 Applicants must be able to demonstrate the benefit that the research workshop/conference will have for the HSC and demonstrate clearly the research context of the event.
- 2.3 Funding will only be considered for non-profit making workshops/conferences.
- 2.4 Applications should normally be submitted a **minimum of 6 weeks** prior to the research workshop/conference that support is being requested for. Retrospective applications will be not be considered.

3 Scope

- 3.1 The awards may provide a contribution towards:
 - venue fees
 - conference catering
 - speaker fees and costs
 - other costs

- 3.2 Applications for research workshop/conference support should not normally exceed £2,500. Applicants are advised that all costs should be justified and kept to a minimum and applicants are encouraged to secure other sources of contributory funding. HSC R&D Office support is granted on the assumption that the event is non-profit making. The HSC R&D Office is accountable for all its funding decisions and reserves the right to refuse funding for any costs that are in its view inappropriate and/or excessive.

4 Application Process

- 4.1 Applications to the Research Workshop/Conference Support Scheme can be made throughout the year.
- 4.2 Applications for this Scheme must be made only by either event organisers, or by attendees and must be submitted on the proper application form. Where support is requested to attend a conference, only the researcher presenting the work may apply.
- 4.3 Application forms are available from the HSC R&D Office in either a paper or electronic format (Word 2000 for PC). Electronic format application forms can be supplied as an e-mail attachment or on a floppy disk. Alternatively, information can be obtained from the following website: <http://www.rdo.centralservicesagency.com>
- 4.4 **Only paper application forms will be accepted by the HSC R&D Office. Faxed or e-mailed applications cannot be accepted.**
- 4.5 Applicants are asked to sign their original application when completed.
- 4.6 If acknowledgement of receipt by the HSC R&D Office is required a stamped addressed envelope should be enclosed.

Guidance for Completion of Application Forms

- 4.7 Forms should be completed in clear typescript.
- 4.8 Applicants are asked to note the following instructions:

Question 3 *Brief Synopsis of proposed Research Workshop/Conference:* please provide details of the research information to be delivered and the proposed target audience. Audience details should include sector/professions and anticipated numbers. Where available, a conference/workshop programme should be included as an appendix.

Question 5 *Benefit for the HSC:* please provide detail of any benefit the event will bring to the HSC. If applying for support to attend a conference, please explain how you plan to ensure your attendance at the conference will bring benefit to the HSC.

Question 6 *Justification for Support:* please provide a breakdown of the total support requested and a clear justification for the need for this support. Also include other sources of support including the value of that support and any contribution to be made by delegates.

5 Evaluation

- 5.1 Funding awarded under the Workshop/Conference Support Scheme will be made at the discretion of the HSC R&D Office. This decision will involve a judgement on the individual and financial circumstances of a particular event together with the perceived benefits to the HSC and to HSC R&D.

6 Notification

- 6.1 The applicant(s) will be notified of the outcome of their application by the HSC R&D Office in writing, at the address specified on the application form.

7 Successful Applicants

Financial Issues

- 7.1 The scope of financial support is detailed in section three. Invoices must be administered by an appropriate designated organisation, and a breakdown of costs should be provided.

Responsibility

- 7.2 The HSC R&D Office will not be responsible for claims under any statute or common law, nor will they indemnify the organising committee or research workshop/conference organisers against any claim for compensation or any claim for which they may be liable.
- 7.3 The support of the HSC R&D Office must be acknowledged on any advertisements or delegate packs associated with the research workshop/conference. In addition a place at the conference/workshop should be allocated for a representative from the HSC R&D Office.

PLEASE COMPLETE IN TYPESCRIPT.

1. APPLICANT'S DETAILS

Name

2. CORRESPONDENCE DETAILS

Address

Postcode

Telephone

STD
Code

No.

Ext

Fax

STD
Code

No.

E-mail

3.	BRIEF SYNOPSIS OF PROPOSED RESEARCH WORKSHOP/CONFERENCE
Title of event	<input data-bbox="436 281 1359 422" type="text"/>
Description of event (max 250 words)	
<input data-bbox="295 520 1359 1587" type="text"/>	

4.	PLEASE INDICATE		
Date of event (dd/mm/yy)	<input type="text"/>	Duration of event	<input type="text"/>

5.	PROPOSED BENEFITS
Details of the proposed benefit that this Research Workshop/Conference will have for the HSC in Northern Ireland in general	
<div style="border: 1px solid black; height: 350px; width: 100%;"></div>	

6a	FINANCE
Total Applied for <input type="text" value="£"/>	
Institution Administering the Award <input type="text"/>	

6b	JUSTIFICATION FOR SUPPORT
Please provide detail and justification for the support requested.	
<div style="border: 1px solid black; height: 600px; width: 100%;"></div>	

7.	DECLARATIONS
	Candidate <input type="text" value="I confirm that the conference/workshop is non-profit making"/>
	Signature <input type="text"/>
	Date <input type="text"/>
	Candidate <input type="text" value="I have read the 'Guidance for Research Workshop/Conference Support Scheme' and agree to abide by the conditions under which a grant is awarded."/>
	Signature <input type="text"/>
	Date <input type="text"/>

<p>PLEASE RETURN COMPLETED APPLICATION AND COPIES TO:</p> <div style="border: 1px solid black; padding: 5px;"><p>Research & Development Office Dissemination (Research Workshops/Conferences) 12-22 Linenhall Street BELFAST BT2 8BS</p></div> <p>CHECK LIST</p> <p>Please ensure you have enclosed the following:</p> <p><input type="checkbox"/> One signed original application</p>
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