**Health and Care Research Wales**

**Support and Delivery**

**Learning and Development Fund**

**Application Form**

**Name:**

**Organisation/Department:**

**Private & Confidential**

The information asked for in this form is important in assessing your application. Incomplete applications will not be considered.

**Please ensure you have read the ‘Guidance for applications to the Support and Delivery Learning and Development Fund’ including the ‘terms and conditions’ section.**

**Please return this form following completion of the checklist at the end of this application document to:** [Research-training@wales.nhs.uk](mailto:Research-training@wales.nhs.uk)

**Closing date for applications: 17.00 on Monday 15th February 2021**

|  |
| --- |
| **Full name:** |

|  |
| --- |
| **Work address:** |

|  |
| --- |
| **Tel no:** |

|  |
| --- |
| **E-mail:** |

|  |
| --- |
| **Job Title:** |
| **Line Manager name:** |

|  |
| --- |
| **Senior Support and Delivery Manager name:**  **(R&D Director OR Head of Research Delivery OR Head of Support & Delivery Centre)**  **Plus their email address:** |

# Supporting statement

Explain why you are applying to the Support and Delivery Learning and Development Fund specifying the course you are seeking support to attend and what you hope to gain

You should structure your supporting statement **under the following headings, referring to the Panel Scoring Criteria detailed in Appendix 3 of the Support and Delivery Learning and Development Fund Guidance.**

**University/institution:**

**Course title:**

**Modules title(s):**

**Total credit value of the course or module/s:**

**The learning objectives and outcomes of the course:**

**How will the course outcomes meet your personal development needs?**

*Please limit your answer to 150 words.*

**How will the course outcomes meet your professional development needs in terms of enhancing effectiveness within your role?**

*Please limit your answer to 150 words.*

**How will the course outcomes contribute to your future career aspirations?**

*Please limit your answer to 150 words.*

**How will completion of the course contribute to one or more of the Health and Care Research Wales aims and objectives?**

*Please limit your answer to 150 words.*

**Financial Plan**

Please note that the Support and Delivery Learning and Development Fund cannot contribute towards travel, accommodation or subsistence costs. Support for these expenses should be sought from your employer.

Please include:

* Estimated date of enrolment:
* Estimated date when the institution will invoice Health and Care Research Wales per annum:
* Start date of course:
* End date of course:
* Cost of the course per annum (including VAT):
* Additional steps you will take to make up a shortfall in the event of part-funding being awarded through the Learning and Development fund:

**Please ensure you return this form, following completion of the checklist below to:** [Research-training@wales.nhs.uk](mailto:Research-training@wales.nhs.uk)

This will prevent any unnecessary correspondence to clarify your application is valid

**Closing date for applications is 17.00 on Monday 15th February 2021.**

|  |  |
| --- | --- |
| **Checklist** | **Yes /No** |
| Ensure you fulfil the eligibility criteria as stated within the guidance notes |  |
| You have completed all sections of the application form |  |
| Your current CV is attached |  |
| Your line manager confirmation is attached |  |
| Your application email includes the email address of your Head of Research Delivery OR R&D Director OR Head of the Support & Delivery Centre **(they must be copied in to your application email)** |  |

For any queries regarding the completion of this form or the application process please contact

[Research-training@wales.nhs.uk](mailto:Research-training@wales.nhs.uk)