

### **Cambridge Reproduction: Events Fund application form (2023–24)**

Before applying, please refer to the separate guidance notes, which can be downloaded from the Cambridge Reproduction website (<https://www.repro.cam.ac.uk/events-fund>). If you have any questions about the application, please contact Tamsin Smyth (admin@repro.cam.ac.uk).

First applicant details

|  |  |
| --- | --- |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Are you a Cambridge Reproduction member?\* |  |

Second applicant details (if applicable)

|  |  |
| --- | --- |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Are you a Cambridge Reproduction member?\* |  |

Additional organisers (if applicable)

|  |  |  |
| --- | --- | --- |
| Full name | Role/department | SRI member?\* |
|  |  |  |
|  |  |  |
|  |  |  |

*\* If you would like to join Cambridge Reproduction, please fill in and return the* [*application form on our website*](https://www.repro.cam.ac.uk/join)*. Membership is free, and is open to all current staff and students at the University of Cambridge and affiliated institutions who have a research interest in reproduction.*

Details of proposed event

|  |  |
| --- | --- |
| Title of event |  |
| Type of event*e.g. workshop, training course, conference, public outreach activity* |  |
| Expected event date(s)*If unknown, provide a month or academic term for planning purposes* |  |
| Names of partner institutions or individuals involved |  |
| Brief description of the event (max. 100 words)*This will be used on our website* |  |
| Links to any relevant information*e.g. conference or partner website* |  |

What is the purpose and content of the event?

Who is the intended audience for the event (e.g. early career researchers, humanities researchers, general public, people involved with policy, etc.)?

How will the event foster interdisciplinary research in reproduction?

What are the expected outcomes and outputs of the event?

Total cost of the event (please include a breakdown of costs)

*e.g. venue hire, catering, equipment hire, travel and subsistence, staff costs, publicity and marketing, AV-related costs, speaker fees. Only actual costs will be paid, so please only request what you need.*

|  |  |
| --- | --- |
| **Expense** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total event cost** |  |

Total funding requested (grants may be for any amount up to £2,000)

Do you have other sources of funding available? If so, please give details below

Have you received a grant from Cambridge Reproduction previously?

Yes / No *please delete as applicable*

If you answered yes, please give details

Supporting information

Applications by postgraduate students must be accompanied by a letter of support from your supervisor.

Have you enclosed a letter of support (details below)?

Yes / No *please delete as applicable*

Please make sure that your application form has been signed and dated:

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

*In signing this application I confirm that the information that I have given is accurate and that I accept the terms and conditions, listed below, which would apply to any grant that may be awarded to me.*

Please return completed forms to Tamsin Smyth (admin@repro.cam.ac.uk). If you have any questions about the application process or about the **Events Fund**, please contact Tamsin as above.

Events Fund terms and conditions

1. If you are awarded a grant you will be required to:

i) acknowledge our support in any event materials and/or outputs.

ii) write a short report on the funded event, using the post-award report form on. Your report should be accompanied by at least one image of your event, which we will use on the Reproduction SRI website ([www.repro.cam.ac.uk](http://www.repro.cam.ac.uk)) together with a summary based on the text from your report.

iii) provide receipts giving proof of expenditure. We can only reimburse expenses relating to your award if they are accompanied by receipts or other proof of expenditure.

2. We will only pay your grant to you once we have received your report and receipts. Some costs (e.g. venue hire) may be paid directly by Cambridge Reproduction on your behalf.

3. We would be very glad to receive any additional images of your event. Please also provide a caption and credit line for each image. By supplying images you are agreeing that Cambridge Reproduction may use these on its website, social media or in its published annual report.