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# Application form (2024–25)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
| Email address |  |
| Institution |  |
| Department |  |
| Role |  |
| Are you a member of Cambridge Reproduction? | Yes / No *please delete as applicable* |

## Second applicant details (if applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
| Email address |  |
| Institution |  |
| Department |  |
| Role |  |
| Are you a member of Cambridge Reproduction? | Yes / No *please delete as applicable* |

## Third applicant details (if applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
| Email address |  |
| Institution |  |
| Department |  |
| Role |  |
| Are you a member of Cambridge Reproduction? | Yes / No *please delete as applicable* |

## Additional organisers or collaborators

Please add information about any other individuals or organisations involved in your event, either as co-organisers or in any other capacity.

## Details of proposed event

|  |  |
| --- | --- |
| Title of event |  |
| Brief description of the event (max. 100 words) |  |
| Partner organisations*Please list any partner organisations or co-sponsors* |  |
| Expected event date(s)*If unknown, provide a month or academic term for planning purposes* |  |
| Do you know where your event will take place? |  |
| Links to any relevant information |  |

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?

How much are you applying for? (*maximum £2,000*)

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** |  |

Do you have other sources of funding (e.g. other grants, contributions from co-organisers)? If so, please give details below

What support do you think you will need from Cambridge Reproduction to run a successful event?

*This could include, for example, advertising/marketing, managing registrations, help with planning the programme, liaison with speakers, travel arrangements, photography, help on the day).*

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 from postgraduate students must be accompanied by a letter of support from your supervisor, line manager or Head of Department.**

This should be emailed to directly to **admin@repro.cam.ac.uk** with the title of your project. Applications received via this form will not be considered until supporting documents are received.

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

|  |  |
| --- | --- |
| Signed (first applicant) |  |
| Date |  |

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 provided post-award report form. Your report should be accompanied by at least one image of your event, which we will use on the Cambridge Reproduction website (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;

iv) provide other information relating to your event (e.g. attendance list, programme) as requested.

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, Flickr account or in its annual report.

4. Applications from postgraduate students must be accompanied by a letter of support from their supervisor, line manager or Head of Department.