



# CAMBRIDGE REPRODUCTION

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## Events Fund

### Guidance for applicants (2024–25)

The **Events Fund** provides grants to support interdisciplinary events and other activities relating to reproduction research.

#### Eligibility

The lead applicant must be a current member of Cambridge Reproduction, as defined in the Events Policy, which may be found on the Cambridge Reproduction website ([link](#)). You may apply with up to two other applicants, who can include partners from outside the Cambridge Reproduction network.

Proposed events may include conferences, seminars, workshops, lectures, training, public events or any other activity that supports interdisciplinary networking, collaboration and knowledge-exchange in reproduction research. Events should be focused on some aspect of reproduction, and should be broadly cross-disciplinary.

#### Funding available

Each application will be assessed on a case-by-case basis. The maximum award is £2,000, and applicants are strongly encouraged to look for additional sources of co-funding.

#### Assessment criteria

The key criteria for assessing applications will be:

- Relevance of the proposed activity to reproduction research;
- Benefit of the activity to the wider Cambridge Reproduction network;
- Strength of the proposal in terms of promoting and facilitating cross-disciplinary exchange;
- Expected impact of outcomes or outputs (on the Cambridge research community or on others);
- Value for money;
- Feasibility and achievability of the proposed plans.

#### Application and review process

Applications can be made via the [online form](#) or by emailing the Word application form to [Tamsin Smyth](#). Forms and guidance can be downloaded from [www.repro.cam.ac.uk/development-fund](http://www.repro.cam.ac.uk/development-fund).

Applications from postgraduate students should include a letter of support from your supervisor, line manager or Head of Department with your application. Please ensure that your submitted application is complete as it will not be considered until all supporting documents have been received.

There is no deadline; applications are assessed on a rolling basis. **Please ensure that you submit your application at least 6 weeks before your proposed event will take place.**

In exceptional circumstances, we may be able to consider applications outside these timescales; if you think this applies to you, please [email Christina Rozeik](#) to discuss your situation.

The review process is expected to take 3-4 weeks to complete. The review is conducted by the Events Fund Panel.

Preference may be given to current members of Cambridge Reproduction, and to those who have not previously received a grant from Cambridge Reproduction.

Financial support from Cambridge Reproduction must be acknowledged in event materials and outputs.

## Awards and report

Successful applicants are required to submit a brief report within one month of the funded activity. Reports and supplementary material (e.g. attendance list, copies of any publications or other project outputs, proof of expenditure, photographs) should be submitted to [Tamsin Smyth](#). A brief event report will be made available on our website ([www.repro.cam.ac.uk](http://www.repro.cam.ac.uk)), together with one or more images from the event.

Awards are subject to the following 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](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;
- 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.

## Contact

Applicants may discuss the Events Fund with Tamsin Smyth ([admin@repro.cam.ac.uk](mailto:admin@repro.cam.ac.uk)). Please [email Christina Rozeik](#) if you would like us to consider an application outside the usual timescales or for an activity that may not usually be considered eligible for funding.