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| **University College Cork** |

 **Academic Returners Scheme**

The University has introduced a returners scheme to support academic staff across all colleges in re-establishing their academic and independent research careers on return from maternity or adoptive leave.

This Scheme has been introduced under our activity for Athena Swan. Commencing in September 2016 a pilot scheme will be introduced in the College of Science, Food Science and Engineering, and the College of Medicine and Health to facilitate academic staff returning from maternity/adoptive leave. The College covers the cost of a grant of up to €5,000 to enable staff to get their academic and research career back on track. This scheme will be reviewed after a 12 month period to assess its application across the University. This provides the opportunity for women returners to focus on re-establishing their research career which in turn improves the retention and career progression of women working in STEM.

Independent of this Scheme Heads of Schools/Units should engage with returning staff members to discuss how best they can be supported during the initial return to work period. It is within the remit of each School to agree local level arrangements.

All applications will be considered by the Head of School in the first instance, and then considered by the Head of College. To qualify for this funding the research must fit within the remit of the personal development plan of the staff member and the strategy of the School. A full account and breakdown must be given of the nature of the supports requested.

The grant must be utilized within a 12 month period of returning from leave and any unused funds will be returned to the College at the end of this 12 month period. Once the application is approved at College level the College Financial Analyst will make the necessary fund transfers required.

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**UCC’s Academic Returners Scheme: Application Form**

**Please complete Section A and discuss with Head of School and HR Business Manager as far in advance of your return from maternity/adoptive leave as possible. Failure to give sufficient notice may result in your School being unable to meet your request.**

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| **Section A: to be completed by the applicant** |
| **Name** |  |
| **Job title**  |  |
| **School** |  |
| **Date of application** |  |
| **Start and end date of maternity leave** |  |
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|  |  |
| **Precise nature of support being requested for this period (please include reasons, research plans, justification of costs and any other information you consider relevant). Include details of timing of any teaching cover as appropriate.**  |  |
| **Research activity/outputs expected by the end of this period** |  |
| **Breakdown of support requested (list actual costs only)** |  |
| **What other funds - source and amount - are available to support your work (e.g. other grants in the lab)** |  |
| **The applicant should complete SECTION A then discuss their application with Head of School and their HR Business Manager.**  |
| **Section B: to be completed by the Head of School following discussion with HR Business Manager** |
| **Recommendation** | [ ] Request agreed[ ] Request agreed, subject to changes outlined below[ ] Request refused for reasons set out below |
| **Head of School**  | **Name** |  |
| **Signature** |  |
| **Date** |  |
| **Once Section A and Section B completed the applicant should submit to the relevant College Office.** |
| For office use only: |
| **Section C: to be completed on behalf of the Head of College** |
| **Decision** | [ ] Request agreed[ ] Request agreed, subject to changes outlined below[ ] Request refused for reasons set out below  |
| **Period of Grant Term** |  |
| **Grant Amount Awarded** |  |
| **Signature on behalf of the Head of College** |  |
| **Date** |  |