

## **Technical Professional Development Fund: Operating Guidelines**

### **Purpose of Fund**

The Technical Professional Development Fund is established to support the professional growth and career development of technical staff across the University of Cambridge. Enabled by the Enhancing Research Culture Fund, it provides support for external development opportunities such as training, secondments, conferences, and other professional events. The fund aims to enhance the skills, knowledge, and visibility of those working in technical roles and will be administered through the CamTechs technician development team based in L&OD.

### **Funding Available**

Applicants may request funding for registration or participation fees, travel, accommodation, and subsistence. The maximum award available is £2,500.

**Application Process** The fund will run on a rolling basis, with an initial open call for applications. All applications must be submitted through the designated Microsoft Form.

The application process is divided into two parts:

- **Part One:** Expression of interest and initial application
  - Applicants must provide a summary of the proposed activity, expected benefits, and estimated costs.
  - Departmental approval is required in advance, including an active account code and confirmation from the line manager/DA that the department will initially cover costs.
- **Part Two:** Post-activity reimbursement claim
  - Successful applicants must submit receipts, supporting documents, and final costs.
  - Reimbursement will be made to the department via journal transfer, not through individual staff expense claims.

### **Claims and Tracking**

The Technician Commitment team will maintain a live tracker including awardees' names, departments, approved amounts, date of reimbursement, and status of claims. All documentation (forms, receipts, approvals) must be submitted electronically and will be centrally stored.

Departments are responsible for:

- Initially covering the cost of the approved activity

- Ensuring internal finance colleagues are informed
- Supporting the reimbursement claim process via journal transfer

### **Reporting Requirements**

Awardees must submit a short report (minimum 250 words) outlining the activity and its professional benefit. This should be provided within six months of completing the activity.

Awardees are also expected to share their learning through internal dissemination activities (e.g. team meetings, CamTechs events, blog post, or equivalent). Support and templates will be made available to ensure this is accessible and achievable.

In recognition that dissemination may be unfamiliar or challenging for some applicants, support will be made available. This may include 1:1 advisory sessions, access to templates, mentoring from previous awardees, and the option to co-present with a colleague or supervisor. The aim is to make dissemination meaningful, achievable, and proportionate.

### **Review Panel and Assessment**

Applications will be reviewed by a panel comprising John Nicolson, Russell Wilson, Lisa-Maria Needham (Director of Microscopy, SBS), and a representative from the SBS Bioscience Impact Team.

Assessment criteria will reflect the fund's aims and values, focusing on:

- Relevance to the applicant's professional development
- Justification of costs and value for money
- Equitable representation across departments, disciplines, and career stages
- Support for underrepresented or less visible technical roles

### **Ensuring Fairness**

To ensure fairness and transparency, the panel will embed principles of equity, diversity, and inclusion across the process. Applications will be assessed on merit, and the panel will be encouraged to reflect on unconscious bias. Proactive consideration will be given to ensuring diversity across job families, departments, and career stages.

### **Contacts and Oversight**

For questions, contact Russell Wilson or John Nicolson. Reimbursement queries can be directed to your local Departmental Administrator or finance contact. Please ensure your finance contact is aware before submission.