UNIVERSITY OF CAMBRIDGE

Technical Professional Development Fund – Terms and Conditions

Purpose of the Fund

The Technical Professional Development Fund supports professional development opportunities for technical staff at the University of Cambridge. It aims to strengthen technical skills, broaden professional networks, and enhance individual career progression through access to conferences, training, secondments, and other development activities.

This fund is supported by the Enhancing Research Culture Fund and aligns with institutional goals to recognise, retain, and develop technical talent.

Eligible Activities

Funding may be used for (but is not limited to):

- Attendance at professional conferences, workshops, or symposia
- Participation in training secondments or skills exchanges
- Engagement in formal or informal technical skills development activities
- Attendance at networking or knowledge-sharing events relevant to research, innovation, or operations

If you are unsure whether your proposed activity is eligible, please contact: **technicians@admin.cam.ac.uk**.

Eligibility Criteria

To apply, individuals must:

- Be employed as a technical professional within the University of Cambridge
- Demonstrate how the proposed activity will support their professional development and enhance their current role
- Submit a clear budget breakdown, including any external or matched funding (encouraged but not required)
- Secure departmental approval and an active account code prior to application

- Ensure their departmental finance contact is informed of the proposed activity and fund process

Funding Available

- Each applicant may apply for **up to £2,500**.
- Awards may cover travel, accommodation, registration fees, and other directly associated costs.
- Partial awards may be issued at the panel's discretion based on funding availability and proposal strength.
- All costs must be initially covered by the applicant's department. Reimbursement will be made via **journal transfer only**. Individual staff expense claims cannot be used.

Application Process

Applications are reviewed on a rolling basis. To apply, applicants must complete the fund application form, including:

- A summary of the proposed activity, including dates and location
- A justification of how the activity supports professional development
- A dissemination plan to share learning with the wider community
- An estimated and itemised budget
- Confirmation of departmental approval and an account code

Conditions of Award

Dissemination of Learning

All successful applicants must commit to sharing knowledge gained within **six months** of completing the activity. Suitable methods include:

- Delivering training, talks, or peer sessions
- Writing short reflective blog posts or case studies
- Contributing to internal newsletters or communications
- Taking part in matched training placements or technician peer support networks

Support for dissemination will be available where needed.

Reporting

Awardees must submit a short report (minimum 250 words) detailing:

- Key takeaways and insights gained
- How the experience has benefited their role
- How knowledge has been or will be shared with others

Reports and documentation must be submitted electronically. Records will be stored centrally for audit and compliance purposes.

Changes to Funded Activities

Any changes to the funded activity (e.g. cancellations, substitutions, or date changes) must be communicated to the fund administrator **in advance**. Significant changes require prior approval.

Additional Information

- **Repeat Applications**: Successful applicants may reapply **after 12 months**. Unsuccessful applicants may reapply at any time.
- **Assessment**: Applications will be reviewed based on professional relevance, strength of justification, clarity of budget, and dissemination potential.
- **Compliance**: Failure to meet reporting or dissemination requirements may impact eligibility for future rounds.
- **Liability**: The University is not liable for any expenses beyond the agreed funding or for outcomes associated with the activity.
- **Fund Oversight**: The CamTechs technician development team will oversee fund operation, monitor reimbursements, and ensure fairness and accountability.
- **Terms of Use**: These terms are subject to change. Significant changes will be communicated to applicants.