

**Heads of University Biosciences, Royal Society of Biology**

**Biosciences Learning & Teaching Workshop Series 2021-22 Proposal Form**

* Complete one form per proposal.
* Refer to the [guidance](https://www.rsb.org.uk/education/hubs/hubs-grants) before completing this form.
* Please do not submit additional documentation with this form. Institutions will be chosen for inclusion in the series based on the content of this form alone.
* Submit this form to [hubs@rsb.org.uk](mailto:hubs@rsb.org.uk) no later than **31 October.**

If you would like to discuss the programme for your workshop before submitting a proposal, please contact: Jon Green ([J.R.Green@bham.ac.uk](mailto:J.R.Green@bham.ac.uk))

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| **Institution name** |  |

**Please confirm that the host department is a subscriber to HUBS: YES/NO**

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| **Key contact details** | | |
| **Name** |  | |
| **Institutional role** |  | |
| **Contact address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| Proposal | | |
| Workshop title | |  |
| Online or in-person Will your workshop take place online or in-person? | |  |
| COVID ContingencyIf in-person what contingency plans do you have in place in case the meeting becomes impossible due to COVID? (i.e. would you be able to transition to an online workshop?) | | |
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| Content Please outline the focus and coverage of the proposed event (max. 300 words) | | |
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| Structure and format of the workshop or seminar (including proposed timings) (max. 100 words) | | |
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| **Total requested from HUBS (max £1000):** | | |
| **Please provide a breakdown of the amount applied for. For example:**   * Administrative support costs (including hire of temporary staff) * Purchase of services (including hire of equipment) * Room Hire Costs * Hospitality * Travel and subsistence (can include UK speaker travel) * Materials (e.g. production of poster)   **NB: HUBS cannot fund: normal costs of course delivery, full economic costing/overheads, contingency funds, international travel, alcoholic beverages or purchase of equipment.** | | |
| **Description** | | |
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| Accessibility of the workshop or seminar Please indicate the considerations you will make to ensure the workshop or seminar is accessible. This should include provision for the requirements of attendees. |
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| **Student Involvement**  Please indicate whether there will be any direct student involvement with the workshop. If there is no direct student involvement, describe how the student voice, where pertinent, will be represented at the workshop. |
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| Preferred dates Please suggest a series of dates in order of preference between November 2020 and July 2021. Please ensure that suitable facilities for a minimum of 20 delegates are available on the suggested dates. | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| * I/We agree to provide a short report on the outcomes of the workshop for posting on the HUBS website, as well as the recordings and resources produced from the workshop | |
| **Electronic signature** | |
| **Name** | |
| **Date** | |