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

Biosciences Learning & Teaching Workshop Series 2018-19

 Proposal Form

* Please complete one form per proposal.
* Please refer to the guidance 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.
* Please submit this form to Eleanor Kirby-Green (hubs@rsb.org.uk) by **30August 2018.**

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)

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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** |  |

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| Proposal |
| Workshop title |  |
| ContentPlease 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 seminarPlease 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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| Preferred datesPlease suggest a series of dates in order of preference between October 2018 and July 2019. 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
 |
| **Electronic signature** |
| **Name** |
| **Date** |