**Please read carefully before electronically completing page 3 and 4**

This funding is not intended for and should not be used as a replacement for the normal Trust study leave budget. SAS Doctors should access their own Trust study leave budget for individual development and appraisal required CPD.

**Before completing your application, please read below:**

|  |
| --- |
| **Examples of funding arrangements include:** |
| * Development of personal and clinical skills
* Generic skills development
* For doctors wishing to pursue Portfolio Pathway, engagement in curriculum skills development using e-portfolios designed by Royal Colleges will be essential and support may be provided to aid this.
* Cross-professional learning and working across organisational boundaries
 |

|  |
| --- |
| **Excluded expenses** |
| Whilst NHSE is committed to supporting SAS Doctors development, we must be aware of the following excluded expenses, which are in line with the NHSE Trainee Doctor Study Leave Policy. Any applications for funding to support the below expenses will be declined.* Statutory and mandatory training required by employers
* Other employer-related leave
* Professional examination fees.
* Interview Leave
* Overseas travel expenses past UK point of entry
* Applications for courses/events that take place outside of the current financial year
* Fees for courses that are booked and not attended
* Enrolment on to training programme and payment for portfolio access
 |

|  |
| --- |
| **Travel, accommodation and subsistence guidance** |
| * Travel In line with the NHSE and Trust policies around trainee expenses, NHSE encourages the use of the most cost-effective mode of transport. Travel costs may only be approved for overseas courses/events up to the point of exit from the UK. Receipts must be retained and provided when requested from the Trust. Please note that overseas travel expenses past UK point of entry will not be reimbursed under any circumstance.
* Accommodation - In line with the NHSE Trainee Doctor Study Leave Policy, accommodation costs can be considered for courses/events that take place over more than one day. NHSE will consider up to £120 per night for accommodation (outside Central London), up to £150 inside Central London, limited to the duration of the event plus one night either before or after the event date. Anything over this amount will not be approved, unless there are exceptional circumstances, in which case approval from the Deputy Postgraduate Dean responsible for SAS Doctors will be required.
* Lunch – NHSE EoE understands that most courses/events will provide food for delegates at lunchtime. In cases where lunch is not provided, a maximum of £5 subsistence may be applied for in order to purchase a lunchtime meal. Receipts must be retained and provided when requested from the Trust.
* Subsistence - up to a maximum of £20 meal allowance (including £5 lunch time meal) per 24-hour period may be considered. Receipts must be retained and provided when requested from the Trust. *Please note that reimbursement for alcoholic beverages will not be reimbursed under any circumstances.*
 |

|  |
| --- |
| * **Overseas travel**
 |
| Funding for overseas travel will only be considered: * For conferences an individual is the first author and sole presenter of a paper which has been accepted for a presentation at a conference abroad. This paper must be based on the doctor’s own research
* The training course is not available in the UK
* For one overseas activity every three years

The application will be reviewed, and an outcome provided by the Associate Dean, Postgraduate Dean, or their designated deputy. |

|  |
| --- |
| **Applications for the following will not be considered:** |
| * Capital equipment.
* Funding to create or support Trust Doctors posts / PA funding.
* Funding for PGCert/PGDip or Masters. Please visit [this page](https://heeoe.hee.nhs.uk/faculty-educators/development-and-networking-events/bursaries) for information on how to access a bursary for PGCert/PGDip or masters top up in Medical Education.
 |

* Individual SAS doctors wishing to access funding should approach the SAS Tutor at their employing Trust to discuss options in the first instance. Please [click here](https://heeoe.hee.nhs.uk/sas-new/sas-tutors-led-tutors) for Tutor contact details.
* This application process for SAS doctor’s development funding is open to SAS doctors within the east of England and relates to activities taking place in the current financial year only. Any applications for activity taking place after **31st March 2026** will be declined.
* Applications for SAS development funding for this financial year will be accepted up to **14.00** **on Friday 30th January 2026.** NHSE EoE reserves the right to close the application window early if deemed necessary, if this should happen you will be notified.
* The fully completed application should be returned to NHSE EoE via the SAS mailbox (**england.sas.eoe@nhs.net****)** for assessment **a minimum of 4 weeks prior to the event start date**. If this timeframe is not adhered to applications may be declined.
* The maximum allocation of funding for SAS doctors in this financial year is **£1,500.**
* Funding application outcomes will be communicated via email following approval from NHSE EoE and the Associate Dean for SAS Doctors/Faculty Support Manager. We aim for this to be no later than **2 weeks** after submission of this form where possible.
* Applications will be assessed against their demonstration of meeting the following criteria:
* Incorporation of NHS values.
* Enhancement of patient safety.
* Development of personal and clinical skills.
* Cross-professional learning and working across organisational boundaries such as the primary care to secondary care interface (where appropriate).
* Demonstration of value for money.
* Approved funding will be paid by NHSE EoE to the Trust indicated on the request form. Please note that funding will be allocated to the Trust based on the successful application, and the SAS doctor will need to follow their usual expense claim process to access the funding from their Trust.
* It is the applicant’s responsibility to ensure any approved funding is honoured by the Trust within the financial year it is allocated.
* An award cannot be transferred to another hospital if the applicant resigns or moves Trust.
* Any presentations, papers etc. arising from the use of this funding should acknowledge the role of NHSE EoE in providing financial support.

**SAS DOCTORS INDIVIDUAL DEVELOPMENT APPLICATION FORM 2025-2026**

|  |
| --- |
| **Details of Requester– all boxes must be completed** |
| **Full name of applicant:** |  | **Applicant’s job title:** |  |
| **Applicant’s email:** |  | **Applicant’s specialty:** |  |
| **Name of applicant’s employing Trust:** **(If bid successful, funding will be paid to this Trust)** |  | **Trust contact name:** **(e.g. MEM)** |  |
| **Trust contact email address:** **(e.g. MEM)** |  | **Trust contact telephone no:** |  |

|  |
| --- |
| **Details of request– all boxes must be completed** |
| **Event title:** |  |
| **Name of supplier/organisation:** |  |
| **Link for website pages: *Applications without link won’t be accepted*** |  |
| **Date(s) of event:** |  | **Number of Days:** |  |
| **Location of event: (full address)** |  |
| **Total cost:** |  |
| **Full breakdown of costs:** ***Applications without cost breakdown won’t be accepted*** | **Course/event fee: £****Accommodation: £****Travel: £****Subsistence: £****Other: £** |
| **Additional comments** |  |

|  |
| --- |
| **Please outline in more than 50 words why NHSE EoE should fund the proposed request under ALL the following headings:** |
| ***Event content and expected outcomes/skills:***  |
| ***How does this event meet your developmental needs as a SAS Doctor/the development needs of SAS Doctors in your Trust?*** |
| ***Intended benefits for patients, department, and wider organisation:*** |
| ***Will this event enhance patient safety? If yes, please explain how:*** |
| ***Which NHS Values does this event align with and how:*** [ ] Working together for patients [ ] Improving Lives [ ] Commitment to quality of care [ ] Everyone counts [ ] Compassion [ ] Respect and dignity |
| ***Has SAS development funding previously been granted to you for the current financial year 25/26?*** [ ]  Yes [ ]  No |

|  |
| --- |
| **SAS Tutor Approval (for SAS Tutor to complete)** |
|  **Application approved** [ ]  |  **Comments:**  |
|  **Application rejected** [ ]  |  **Comments:** |
| **SAS Tutor name & email address (please print)** |  |
| **SAS Tutor’s signature** |  |
|  **Date** |  |

**Once completed electronically in full, please email this application to (****england.sas.eoe@nhs.net****) for NHSE EoE to review. Forms submitted after 30th January 2026 will not be considered.**

|  |
| --- |
| **NHSE EoE Decision (for SAS Associate Dean/Faculty Support Manager to complete)** |
|  **Application approved** [ ]  |  **Amount awarded £** |
|  **Application rejected** [ ]  |  **Comments:** |
| **SAS Associate Dean/Faculty Support Senior Manager’s signature** |  |
|  **Date** |  |