**SAS Doctors Development Funding**

**Application Guidance & Form 2020-21**

Please read carefully before **electronically** completing page 2 and 3

* 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 2021 will be declined.
* Before completing this application, please refer to the [SAS Doctors Development Guidance document](https://heeoe.hee.nhs.uk/sites/default/files/sas_doctors_development_-_guidance_-_19-20_final.pdf) for information on the funding process and reimbursement of expenses.
* Any applications for funding must be submitted on this application form with **all** boxes on page 2 and 3 completed in **full, electronically.**
* The fully completed application should be returned to Health Education England (HEE) via the SAS mailbox ([sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk)) for assessment **a minimum of 4 weeks prior to the event start date**. If this timeframe is not adhered to applications may be declined.
* Applications for SAS development funding for this financial year will be accepted up to **12.00** on **Friday 31st January 2020.** HEE reserves the right to close the application window early if deemed necessary, if this should happen you will be notified.
* Funding application outcomes will be communicated via email following approval from HEE and the Associate Dean for SAS Doctors/relevant Manager. We aim for this to be no later than 2 weeks after submission of this form where possible.
* Applications will be assessed and scored 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.

Applications for the following will **not** be considered:

* Capital equipment.
* Funding to create or support Trust Doctors posts / PA funding.
* Funding for master’s degrees. Please see the [HEE website](https://heeoe.hee.nhs.uk/faculty-educators/sas-doctors) for information on how to access a bursary for PGCert and PGDip in Medical Education.
* 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.

* Approved funding will be paid by HEE EoE to the Trust indicated on the bidding form. It is the applicant’s responsibility to ensure they have a local arrangement with their Trust to access any funding approved.
* Any successful funding applicants must complete and return a HEE funding evaluation once the allocated funding has been utilised.
* Maximum allocation of funding for SAS doctor in this financial year is £1,500
* Any presentations, papers etc. arising from the use of this funding should acknowledge the role of HEE in providing financial support.
* 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.
* 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/node/3580) for Tutor contact details.
* Travel, accommodation and subsistence guidance can be found in the [SAS Doctors Development Guidance document](https://heeoe.hee.nhs.uk/sites/default/files/sas_doctors_development_-_guidance_-_19-20_final.pdf). Please refer here before submitting an application including these expenses.
* 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.

**SAS DOCTORS DEVELOPMENT FUNDING FOR INDIVIDUAL DEVELOPMENT**

**APPLICATION FORM 2020-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Bidder– all boxes must be completed** | | | |
| **Full name of applicant:** |  | | |
| **Applicant’s job title:** |  | **Applicant’s specialty:** |  |
| **Applicant’s email:** |  | **Applicant’s telephone no:** |  |
| **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 Bid– all boxes must be completed** | | | | |
| **Event title:** |  | | | |
| **Name of supplier/organisation:** |  | | | |
| **Date(s) of event:** |  | **Number of Days:** |  | |
| **Location of event: (full address)** |  | | | |
| **Total number of available spaces: (if organising an event)** |  | **Is this course specifically for SAS Doctors? Yes/No** | |  |
| **Targeted specialties:**  **(if targeted at all SAS Doctors, please state ‘All’)** |  | | | |
| **Total cost:** |  | | | |
| **Full breakdown of costs:** | **Course/event fee: £**  **Accommodation: £**  **Travel: £**  **Subsistence:** | | | |

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| **Please outline in more than 50 words why HEE should fund the proposed bid 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  Everyone counts  Compassion  Improving Lives  Respect and dignity  Commitment to quality of care |
| ***Has SAS development funding previously been granted to you for the current financial year?***  Yes  No |

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| --- | --- |
| **SAS Tutor Approval (for SAS Tutor to complete)** | |
| **Application approved** | **Comments:** |
| **Application rejected** | **Comments:** |
| **SAS Tutor’s signature** |  |
| **Date** |  |

***Once completed electronically in full, please email this application to (***[***sas.eoe@hee.nhs.uk***](mailto:sas.eoe@hee.nhs.uk)***) for HEE to review***

|  |  |
| --- | --- |
| **HEE Decision (for SAS Associate Dean/relevant manager to complete)** | |
| **Application approved**  **(funding confirmation letter and invoicing instructions to follow)** | **Amount awarded £** |
| **Application rejected** | **Comments:** |
| **SAS Associate Dean/relevant manager’s signature** |  |
| **Date** |  |