

The Heilbronn Institute for Mathematical Research (HIMR) Caring Policy & Guidance for invited participants

Policy Scope

HIMR offers financial support towards additional caring costs incurred by those invited to participate in HIMR organised events, collaborative research visits, board meetings or invited talks. This support is to help remove barriers to individual participation. This policy is also applicable to meeting organisers applying for HIMR funding.

Eligibility

This policy covers invited HIMR speakers, board members, and participants in HIMR-organised events, who are already being supported financially by us, to attend a HIMR organised or meeting or event.

Caring costs can be included in applications for the following HIMR sponsored events schemes

- [Small Grant Call \(SGC\)](#)
- [Focused Research Grant \(FRG\)](#)
- [HIMR sponsored event](#)
- [HIMR International Visitors Scheme](#)

Applicants can include caring costs within their application for funding, for eligible cost as outlined below.

Eligible Costs

Applications for support to be provided can include :

Childcare and care for vulnerable adults

- Requests and claims can only be made for additional caring costs incurred by participants as a result of attending the HIMR organised or sponsored event/meeting which falls outside of the claimant's normal working routine.
- Both childcare and care for vulnerable adults is included.
- Claims are subject to a maximum of £150 per day, per event/meeting.
- We will only reimburse for actual costs incurred and receipts must be submitted when claiming as per HMRC guidance. As such, the care should be provided by a registered business.
- HIMR does not endorse or specifically recommend childcare providers.

Travel

- A contribution towards travel support for the child/children under the age of 16, and if necessary, for one carer.
- Please note: economy is the expected class of travel for all flights and travel within the UK standard is the expected class of travel for all rail journeys.

Accommodation and subsistence

- A contribution towards accommodation for the child/children under the age of 16, and if necessary, for one carer.
- Please note: maximum accommodation rates per night of £250 for London hotels, £200 UK outside London, and maximum subsistence of £45 per day.

The above list is not exhaustive. Please do ask about other forms of assistance which could help remove barriers to individual participation.

Claim limits

- Claims for childcare and care for vulnerable adults are subject to a maximum claim of £150 per day, per event/meeting.
- Claims for care, travel, accommodation and subsistence is limited to a maximum claim of £1,500 in total, per event/meeting.
- Requests in excess of £1,500 may be considered in exceptional circumstances, please contact the Heilbronn Manager to discuss further prior to submitting an application.

How to Apply

- For Caring support requests for those invited to attend a HIMR organised event/meeting, applications can be made at any time prior to the event itself, by emailing the Heilbronn Manager at heilbronn-manager@bristol.ac.uk
- For Caring support to be included within applications to HIMR sponsored events schemes please apply by the usual process '[funding opportunities](#)' and ensure you include the caring costs in the outline budget and provide justification as detailed below in the 'Process' section.

Process

Applications and requests must be made in advance of any additional caring costs being incurred and the case for support must include:

- Purpose of travel and relevance.
- Justification for additional support for care and why it cannot be covered by alternative arrangements, in particular if requesting costs for a spouse/partner to accompany them.
- A full breakdown of the associated costs, to include travel expenses and accommodation, and childcare/care for vulnerable adults costs where applicable.

Decision Making Process

- Applications will be reviewed by the Chair of the Institute.
- Each request will be reviewed and a decision will be made regarding whether a contribution to the requested costs or the full requested amount will be made.

Contact details

If you have special requirements and would like to have a confidential discussion about accessing HIMR caring support please contact the Heilbronn Manager who will be pleased to discuss informally and give advice on the submission of an application. Please contact the Heilbronn Manager at heilbronn-manager@bristol.ac.uk

Important information

Institutions/individuals will be reimbursed after the visit/event(s) has taken place and following a valid claim with supporting receipts providing proof for all for costs incurred and being claimed.