**Lincoln Institute for Advanced Studies**

**Spring round Staff Mobility Application Form 2019/20**

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| **Full Name:** |  | | | **Email** |  |
| **Telephone number**: | |  | | **Job Title:** |  |
| **College:** |  | | | **School:** |  |
| Amount Required  (max £1000 from this award):  **Please note all funds MUST be spent before 31/8/20** | | |  | | |
| Breakdown and justification of costs (including details of accommodation and method of travel):  *Any expenditure in excess of the LIAS award will need to be met by your School. You are strongly advised to speak to your Head of School and confirm in advance if funding beyond the mobility award allowance is likely to be required. The LIAS scheme is intended to fully fund the mobility activity however, and activities which cost in excess of this may not be suitable for this scheme.* | | | *Please attach any relevant documentation to support your request. All costs must comply with University Travel regulations and be costed through the University travel provider.* | | |
| Proposed dates for trip:  **Please note all travel MUST be completed before October 2020** | | |  | | |
| Place and country of visit: | | |  | | |
| **SCHEDULE AND DESCRIPTION OF PROPOSED ACTIVITIES DURING THE VISIT -** Please provide details of the planned events and activities | | |  | | |

**Visit proposal.** In no more than 600 words, please outline the aim and intended outcome of your trip. Follow the **Application Guidelines**.

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| **APPROVALS** – declaration of support from Head of School / Research Centre (or authorised representative) | |
| I support the application and confirm that the applicant is a permanent member of academic staff. | |
| **Name:**  **Signature:** | **Department:**  **Date:** |

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applications should be submitted electronically through [LIAS@lincoln.ac.uk](mailto:LIAS@lincoln.ac.uk)

Please remember that you will still need to complete the relevant online [Travel Approval](https://ps.lincoln.ac.uk/services/hr/Payroll/Expenses/TravelApproval/SitePages/Home.aspx) forms and risk assessment if you receive the mobility award.