**SuppoRTT Funding Request Form**

The SuppoRTT budget can fund study leave type activities for trainees who are returning to training   These must be approved by the SuppoRTT team and Educational Supervisor and will fall into the following broad categories:

* **SuppoRTT:  KIT day (expenses only)**
* **SuppoRTT:  External course**

Please note the SuppoRTT budget is unable to pay for:

* The employer salary costs of Keeping in Touch (KIT) days; this is the responsibility of the employer.  Please contact the appropriate Trust/Lead Employer HR team for further advice.
* Additional costs incurred whilst attending external courses, including childcare, travel and accommodation

There are **three steps** to making a claim for SuppoRTT funding:

1. Complete this form, get it signed by your Supervisor/TPD and email it to the SuppoRTT Team at SuppoRTT.em@hee.nhs.uk
2. Go to Intrepid Leave Manager at [https://www.intrepidv10.co.uk/HEE/](https://www.intrepidv10.co.uk/HEE/%29) and make a study leave claim.  Guidance to making a claim can be found on the CSL website page at
3. Reimbursements are made by the employing Trust *after* the costs have been incurred.  You will need to follow the Trust’s usual expenses claims process and seek reimbursement from them. If you are unsure how to do this, each organisation has a study leave coordinator who can help – details of these can be found on the CSL webpage at <https://eastmidlandsdeanery.nhs.uk/policies/study_leave>

Please read the information below carefully before submitting this form:

* This form is your application for the initial approval of funding, not an expenses claim form.
* Forms should be typed where possible.
* Signatures from both Trainee and Trainer are taken as confirmation that the contents have been discussed and agreed by both parties.
* Please ensure all costs are entered onto the form, even if you are unsure of the exact amount.  Always over-estimate costs.
* All fields are mandatory and should be completed unless otherwise stated.  Any forms missing information will be returned.
* **Once you have submitted your Funding Request Form and received approval from the SuppoRTT Team, you can proceed straight to the Intrepid Leave Manager to begin your study leave claim.**

**East Midlands SuppoRTT Funding Request Form**

Name **Enter Name**

GMC Number **Enter GMC Number**

Grade **Enter Grade**

School/Specialty **Enter Specialty**

Email Address **Enter Email Address**

Reason for Time Out of Training **Choose an item**

Return to Practice Date (if known) **Click to enter a date**

Type of expenses **Select a reason**

Cost of expenses (approximate) **Enter approximate cost**

Date of Course or KIT Day **Enter date**

Title of Course (if applicable) **Enter title (if applicable)**

Name of Educational Supervisor **Enter Name**

Signature of Educational Supervisor **Signature**

Signature of Trainee **Signature**

Date Form Completed **Enter Date**

Date Form Received by SuppoRTT Team **Enter Date**

Any Further Information **Click here to enter text**

Please fill in the form with as much information as you have and complete all boxes (even if unknown).

**PLEASE REMEMBER TO 1) UPLOAD FORM TO YOUR e-PORTFOLIO, 2) EMAIL FORM TO YOUR TPD/and/or COLLEGE TUTOR/and/or EDUCATIONAL SUPERVISOR and 3) EMAIL FORM TO THE SuppoRTT TEAM AT** **suppoRTT.em@hee.nhs.uk**