**Heads of University Biosciences, Royal Society of Biology**

Biosciences Learning & Teaching Workshop Series 2019-20

Proposal Form

* Please complete one form per proposal.
* Please refer to the guidance before completing this form.
* Please do not submit additional documentation with this form. Institutions will be chosen for inclusion in the series based on the content of this form alone.
* Please submit this form to Eleanor Kirby-Green ([hubs@rsb.org.uk](mailto:hubs@rsb.org.uk)) by **30August 2019.**

If you would like to discuss the programme for your workshop before submitting a proposal, please contact: Jon Green ([J.R.Green@bham.ac.uk](mailto:J.R.Green@bham.ac.uk))

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| **Institution name** |  |

**Please confirm that the host department is a subscriber to HUBS: YES/NO**

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| --- | --- |
| **Key contact details** | |
| **Name** |  |
| **Institutional role** |  |
| **Contact address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

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| Proposal | |
| Workshop title |  |
| Content Please outline the focus and coverage of the proposed event (max. 300 words) | |
|  | |
| Structure and format of the workshop or seminar (including proposed timings) (max. 100 words) | |
|  | |
| **Total requested from HUBS (max £1000):** | |
| **Please provide a breakdown of the amount applied for. For example:**   * Administrative support costs (including hire of temporary staff) * Purchase of services (including hire of equipment) * Room Hire Costs * Hospitality * Travel and subsistence (can include UK speaker travel) * Materials (e.g. production of poster)   **NB: HUBS cannot fund: normal costs of course delivery, full economic costing/overheads, contingency funds, international travel, alcoholic beverages or purchase of equipment.** | |
| **Description** | |
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| Accessibility of the workshop or seminar Please indicate the considerations you will make to ensure the workshop or seminar is accessible. This should include provision for the requirements of attendees. |
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| Preferred dates Please suggest a series of dates in order of preference between October 2019 and July 2020. Please ensure that suitable facilities for a minimum of 20 delegates are available on the suggested dates. | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| * I/We agree to provide a short report on the outcomes of the workshop for posting on the HUBS website | |
| **Electronic signature** | |
| **Name** | |
| **Date** | |