



# CAMBRIDGE REPRODUCTION

## Development Fund

### Guidance for applicants (2024–25)

The **Development Fund** supports early career researchers (ECRs) in their professional development by providing small grants for training and other development activities.

#### Eligibility

Applicants must be a current postgraduate student or member of staff at the University of Cambridge or its affiliated institutions (Babraham Institute, Wellcome Sanger Institute or Cambridge University Hospitals NHS Trust).

This fund is only available to early career researchers (ECRs), who are typically (but not always):

- Masters or PhD students;
- Research or academic staff who are within 7 years of completing their PhD;
- Other staff (who may not have a PhD) who are in the early stages of developing a research career.

Proposed activities may include training courses, attendance at participatory workshops, or any other event that supports the training or professional development of the applicant, visits or exchanges, work shadowing, or any other activity that contributes to your training and professional development as a reproduction-focused researcher. You are encouraged to think creatively about proposed development activities, including ways to develop skills, knowledge or experience from outside your own discipline, or that are not routinely available from your own studies or work.

Please note that we will only consider applications for costs associated with conference attendance in very exceptional circumstances, where at least one of the following conditions applies:

- The conference provides a **clearly interdisciplinary training opportunity** (either because the conference is itself inherently interdisciplinary, or because it offers cross-disciplinary opportunities from outside the applicant's own discipline).
- The **benefit to the applicant** of attending a cross-disciplinary conference is clearly stated (and goes beyond the usual benefits of attending an academic conference).
- Funding to attend this conference **cannot be secured from elsewhere** (e.g. college travel funds or other organisations).

To discuss whether this might apply in your case, please [email Christina Rozeik](#).

#### Funding available

Each application will be assessed on a case-by-case basis. The maximum award is £500, and applicants are strongly encouraged to look for additional sources of co-funding.

## Assessment criteria

The key criteria for assessing applications will be:

- Relevance of the proposed activity to reproductive research;
- Benefit of the activity to the applicant;
- Cross-disciplinary impact (i.e. does this activity provide skills, knowledge or experience from outside your own discipline);
- Value for money;
- Wider impact (e.g. on the Cambridge research community or on others).

## Application and review process

Applications can be made via the [online form](#) or by emailing the Word application form to [Tamsin Smyth](#). Forms and guidance can be downloaded from [www.repro.cam.ac.uk/development-fund](http://www.repro.cam.ac.uk/development-fund).

Please ensure that you include a 2-page CV and a letter of support from your supervisor, line manager or Head of Department with your application, as your application will not be considered until all supporting documents have been received.

Submissions should be made at least 4 weeks before your proposed activity will take place.

## Key dates for 2024–25

Applications will be considered once per term; this year's deadlines are:

- **Michaelmas Term: 22 November 2024**
- **Lent Term: 14 February 2025**
- **Easter Term: 23 May 2025**

In exceptional circumstances, we may be able to consider applications outside these timescales; if you think this applies to you, please [email Christina Rozeik](#) to discuss your situation.

The review process is expected to take 3-4 weeks to complete. The review is conducted by the Development Fund Panel.

Preference may be given to current members of Cambridge Reproduction, and to those who have not previously received a grant from Cambridge Reproduction.

## Awards and report

Successful applicants are required to submit a brief report within one month of the funded activity. Reports and proof of expenditure should be submitted to [Tamsin Smyth](#). A brief report summary will be made available on our website ([www.repro.cam.ac.uk](http://www.repro.cam.ac.uk)), together with one or more images from the training activity.

Awards are subject to the following terms and conditions:

1. If you are awarded a grant you will be required to:

- i) acknowledge our support in any outcomes from your training/development activity;
- ii) write a short report on the funded activity, using the provided post-award report form. Your report should be accompanied by at least one image of your funded activity, which we will use on the Cambridge Reproduction website ([www.repro.cam.ac.uk](http://www.repro.cam.ac.uk)) together with a summary based on the text from your report.
- iii) provide receipts giving proof of expenditure. We can only reimburse expenses relating to your award if they are accompanied by receipts or other proof of expenditure.

2. We will only pay your grant to you once we have received your report and receipts.

3. We would be very glad to receive any additional images of your funded activity. Please also provide a caption and credit line for each image. By supplying images you are agreeing that Cambridge Reproduction may use these on its website, social media or in its annual report.

4. Applications must be accompanied by a letter of support from your supervisor, line manager or Head of Department.

### Contact

Applicants may discuss the Development Fund with Tamsin Smyth ([admin@repro.cam.ac.uk](mailto:admin@repro.cam.ac.uk)). Please [email Christina Rozeik](#) if you would like us to consider an application outside the usual timescales or for an activity that may not usually be considered eligible for funding.