**Heads of University Biosciences (HUBS),**

**&   
Heads of University Centres of Biomedical Sciences (HUCBMS)**

Joint Biosciences Learning and Teaching Workshop 2018/19

Proposal Form

HUBS and HUCBMS wish to jointly support a workshop on improving the teaching of chemistry within bioscience and biomedical science courses.

* 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 only.
* Please submit this form electronically to [hubs@rsb.org.uk](mailto:hubs@rsb.org.uk) by the **30th September 2018**

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) ) or Linda Walsh ([l.p.walsh@gcal.ac.uk](mailto:l.p.walsh@gcal.ac.uk))

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| **Institution name** |  |

**Please confirm that the host department is a subscriber to HUBS/HUCBMS: 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) | |
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| Structure and format of the workshop or seminar (including proposed timings) (max. 100 words) | |
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| **Total requested from HUBS/HUCBMS (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/HUCBMS 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 January and July 2019. 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/HUCBMS website | |
| **Electronic signature** | |
| **Name** | |
| **Date** | |