

# Study Leave & Guidance FAQs

## Who can apply for a study leave grant:

- Staff employed by STH on a permanent contract

## You cannot apply for a study leave grant if:

- You are not employed by STH
- You have an honorary contract with STH
- You are employed on a fixed term contract
- You are a university or exchange student on a placement

## How much can I apply for:

- You can apply for a maximum of £1,000 in any financial year (1 April- 31 March) to cover the cost of attending a course, conference or other development opportunities.
- If you are employed at Band 2 to 7, you can also apply for up to £200 a year towards the costs of travel and accommodation.
- Retrospective applications are not considered.

## What can the grant cover:

Can be funded	Can't be funded
Training that is not essential nor mandatory to perform the role	Core or mandatory training falling under Job Specific Essential Training (JSET)
Conference fees	Registration and/or membership fees to professional bodies
Master's tuition and fees	The cost of training offered by STH on a paid basis
	Doctorate tuition and fees

### **Travel and accommodation – for Band 2-7 only**

- Consider public transport wherever it is reasonable to do so
- Car mileage can be claimed at 30p/mile
- If your application reads that you are seeking £50 for train fares, £60 for accommodation, and £150 for the course fees, we will reimburse you up to the total value of the grant.
- Please ensure you calculate your costs accurately when you apply.
- Include evidence of approval by a line manager or Clinical/Medical lead

### **How do I know about Special Purpose Funds?**

- If you do not know which Special Purpose Fund to use, please consult the list at the bottom of this guidance.
- Alternatively, you can seek assistance from the Grants Team at [grants@shct.nhs.uk](mailto:grants@shct.nhs.uk). Please state which Directorate you are employed by and include the ward or specialty too: this will assist identifying the correct Fund.
- If there is no Special Purpose Fund linked to your Directorate, the Grants Team will signpost you to other sources of funding.

### **What happens after I have applied?**

A member of the Grants Team will review your application within 2-3 weeks and notify you of the outcome or ask any additional information.

### **SHC has granted me a study leave grant. How do I obtain my grant monies?**

- You make your own arrangements, and then you claim your grant with an expenses claim. We will provide you with the paperwork and instructions at the time of award.
- Submit your claim within 90 days of the course completion or conference taking place
- Provide receipts
- You cannot claim more than the total value of the grant.

### **What if I have paid in a foreign currency?**

All claims should be made in pounds sterling (£). If you have paid in a foreign currency, we recommend converting at the prevailing rate on the day of expenditure wherever possible.



## List of Special Purpose Funds

Care Group	Directorate	Fund name and number	
Clinical Infection, Immunology & Dermatology & Specialised Rehabilitation Services (CIID & SRS)	Communicable Diseases & Specialised Medicine	4355	Infectious Diseases Staff Fund
Clinical Infection, Immunology & Dermatology & Specialised Rehabilitation Services (CIID & SRS)	Communicable Diseases & Specialised Medicine	4379	Dermatology Nurses Fund
Clinical Infection, Immunology & Dermatology & Specialised Rehabilitation Services (CIID & SRS)	Communicable Diseases & Specialised Medicine	4420	Dept. Of Infection & Tropical Medicine -
Clinical Infection, Immunology & Dermatology & Specialised Rehabilitation Services (CIID & SRS)	Communicable Diseases & Specialised Medicine	351	Dermatology Research Fund
Clinical Infection, Immunology & Dermatology & Specialised Rehabilitation Services (CIID & SRS)	Spinal Injuries/Rehabilitation	5705	Spinal Inj. Incontinence/Urodynamic Res.
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Integrated Geriatric & Stroke Medicine	405L	Medical Wards Fund – RHH
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Integrated Geriatric & Stroke Medicine	5354	Stroke Unit Trust Fund (Stroke Pathway Trust Fund)
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	4131	A R C (Assessment Rehabilitation Centre)
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	4140	Speech And Language Therapy Department
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	4349	Occupational Therapy Training

Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	5195	Physiotherapy Dept
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	5292	Dietitians Fund
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	5328	Occupational Therapy
Combined Community and Acute (Integrated Community Care, Integrated Geriatric & Stroke Medicine, Therapeutics & Palliative Care)	Therapeutics & Palliative Care	5363	Palliative Care Unit Fund
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Respiratory Medicine	2025	General Respiratory Medicine Fund
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Respiratory Medicine	2026	General Respiratory Medicine
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Respiratory Medicine	2028	Cystic Fibrosis General Fund
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Diabetes & Endocrinology	202L	Diabetes Care and Research Fund
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Diabetes & Endocrinology	442L	Endocrine Investigation Unit
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Diabetes & Endocrinology	4422	Endocrine Investigation Unit
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Gastroenterology	4527	Sheff Digestive Diseases Fund
Gastroenterology and Hepatology, Respiratory Medicine and Diabetes and Endocrine (GRaDE)	Gastroenterology	561L	Gastroenterology Fund

Haematology & Specialised Cancer Services	Haematology	2046	RHH Leukaemia & Myeloma Research Trust Fund
Haematology & Specialised Cancer Services	Haematology	428L	Haemophilia Centre
Haematology & Specialised Cancer Services	Haematology	460L	Sheffield Haemophilia & Thrombosis Centr
Haematology & Specialised Cancer Services	Specialised Cancer Services	1521	Staff Training & Development (George Blomfield)
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	ENT	4006	ENT/Audiology
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	ENT	4505	ENT/Audiology Research
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	Neurosciences	2060	Neurosciences General Fund
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	Neurosciences	4267	Neurology Ward Fund
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	Neurosciences	4268	Neurosurgery Ward Fund
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	Ophthalmology	4513	Eyeris
Head & Neck (Neurosciences, ENT, OMFS, Oral & Dental, Ophthalmology)	Oral & Dental	496L	Joint Oral Cancer fund
IMPEL (Medical Imaging & Medical Physics and SYBP Pathology)	Medical Imaging & Medical Physics	SREC	Sheffield Radiology Education Courses
Musculo-Skeletal Care Group (Chronic Pain, The Hand Centre, Rheumatology, Metabolic Bone, Orthopaedics, MSK Therapy Services, PhysioWorks, Staff Physiotherapy Service, and Podiatric Surgery)	MSK - Rheumatology	415L	Sheffield Rheumatology Fund
Musculo-Skeletal Care Group (Chronic Pain, The Hand Centre, Rheumatology, Metabolic Bone, Orthopaedics, MSK Therapy Services, PhysioWorks, Staff Physiotherapy Service, and Podiatric Surgery)	MSK - Rheumatology	4416	The Jean Margaret Woodhead Fund

Musculo-Skeletal Care Group (Chronic Pain, The Hand Centre, Rheumatology, Metabolic Bone, Orthopaedics, MSK Therapy Services,PhysioWorks, Staff Physiotherapy Service, and Podiatric Surgery)	MSK - Rheumatology	4600	Sheffield Rheumatology Fund
Musculo-Skeletal Care Group (Chronic Pain, The Hand Centre, Rheumatology, Metabolic Bone, Orthopaedics, MSK Therapy Services,PhysioWorks, Staff Physiotherapy Service, and Podiatric Surgery)	MSK - Rheumatology	4925	Milner 1 (Rheumatology)
Musculo-Skeletal Care Group (Chronic Pain, The Hand Centre, Rheumatology, Metabolic Bone, Orthopaedics, MSK Therapy Services,PhysioWorks, Staff Physiotherapy Service, and Podiatric Surgery)	MSK - Orthopaedics	5287	External Fixation Seminar
OSCCA (Critical Care, Anaesthesia and Operating Services)	Anaesthesia & Operating Services	2007	Neuroanaesthesia Education Fund
OSCCA (Critical Care, Anaesthesia and Operating Services)	Anaesthesia & Operating Services	4337	Dept Of Anaesthetics Postgrad' Education
OSCCA (Critical Care, Anaesthesia and Operating Services)	Critical Care	5299	General Intensive Care Unit
South Yorkshire Regional Services (Cardiac & Thoracic, Renal and Vascular)	Cardiac & Thoracic Services	427L	C.C.U And Cardiac Rehabilitation
South Yorkshire Regional Services (Cardiac & Thoracic, Renal and Vascular)	Cardiac & Thoracic Services	508L	Sheffield Cardiac & Thoracic Surgical T/Fund
South Yorkshire Regional Services (Cardiac & Thoracic, Renal and Vascular)	Cardiac & Thoracic Services	5278	Coronary Rehabilitation Fund
South Yorkshire Regional Services (Cardiac & Thoracic, Renal and Vascular)	Cardiac & Thoracic Services	5308	Dr James Fleming's Bursary Fund
South Yorkshire Regional Services (Cardiac & Thoracic, Renal and Vascular)	Cardiac & Thoracic Services	5720	Cardiac Services- General Fund (S YK Heart Appeal)

Surgical Services (General Surgery, Plastic and Breast Surgery and Urology)	General Surgery	2011	Surgical Services Patient Fund
Surgical Services (General Surgery, Plastic and Breast Surgery and Urology)	General Surgery	5284	Stoma Trust Fund
Surgical Services (General Surgery, Plastic and Breast Surgery and Urology)	General Surgery	5369	Colorectal Fund