STAFF WELFARE PROJECTS

Submitting your proposal in 3 simple steps.

1 - Propose your idea in the format detailed below
2 - Ensure the eligibility criteria are met
3 - Send your idea to the Staff Forum by 18th May 2018

Your proposal

Please submit your proposal either directly via e-mail or an attachment (MS Word or PDF), verbal proposals cannot be accepted.

Title: Provide a descriptive title to your idea.

Idea: Detail your idea in no more than 300 words.

Impact: Explain the benefits to colleagues, from having this idea implemented, in no more than 100 words.

Cost: Briefly explain why you believe implementing the project will not cost more than £15,000. You may wish to contact external suppliers or service providers to establish an estimate. At this stage, do not seek specific costing from University departments e.g. Human Resources or Estates & Facilities; due diligence will be conducted later. Your Head of School / Function, may through experience, be able to advise.

Eligibility

Your Staff Welfare project idea must meet the criteria below to be considered by UEB:

- Be supported by your respective Head of School / Function. They will be responsible for the implementation.
- Not cost more than £15,000 to implement (see above)
- Be submitted to the Staff Forum by 18th May 2018

Submission

Please submit your proposal to the Staff Forum e-mail address: staff-forum-rep@reading.ac.uk

Next steps

The Staff Forum will compile submissions and work with University partners, to recommend ideas to UEB for their consideration.

You will receive a reply back from the Staff Forum regarding the funding decision by UEB, in June 2018.