 [](http://www.esrc.ac.uk/)

Rapid Response Travel Fund

The Rapid Response Travel Fund is provided by the University’s ESRC Impact Acceleration Account, and is open to academic staff in the social sciences across the University. It may cover up to £500 for travel essential to enhance impact of research. The expectation is that such travel is normally funded by grants or directly by the Schools as part of their strategic investments in impact. The Rapid Response Travel Fund should therefore be seen a ‘last resort’ to enable attendance at meetings with key stakeholders which cannot be funded from School or other funds. The grant can only provide up to £500 so if the costs are higher this needs to be covered elsewhere.

Directors of Research or KE and Impact will need to confirm that the application will support the School’s impact strategy, and explain why funding cannot be found within the School budget.

If granted, the funding will be transferred to an existing job code (G or J as appropriate) within the School (the KE office will liaise with the finance contact provided on this). To minimise administrative costs the award holder will book and pay for the travel and claim on e-expenses.

If you have any questions please contact Anne Sofie Laegran on [a.s.laegran@ed.ac.uk](mailto:a.s.laegran@ed.ac.uk) or 514203.

Please email the form to [KE.Office@ed.ac.uk](mailto:KE.Office@ed.ac.uk)

The decision will be made as soon as possible and within a week of receiving the email.

Report requirement: A brief email to [a.s.laegran@ed.ac.uk](mailto:a.s.laegran@ed.ac.uk) outlining the outcomes of the meeting.

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| **Name of Applicant:** |
| **Date, destination and purpose of meeting:** |
| **How will attending this meeting enhance the impact of your research?**  (ca 300 words): |
| **Budget** (up to £500, expenses beyond this must be covered from other funds)**:** |
| **Name and email of finance administrator** (who will deal with the expense claim): |
| **Statement from Director of Research/Knowledge exchange and impact:**  (Please show how this will support the School impact strategy, and explain why funding cannot be covered by School funds) |