THE ROYAL SOCIETY

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Royal Society Childcare Travel Policy

1 Purpose

The Royal Society Childcare Travel Policy provides financial support to Royal Society award holders for additional childcare costs that arise when attending conferences, collaborative research visits, training courses or invited talks directly related to their fellowship or award. This policy also provides childcare travel support to meeting organisers, Chairs and invited speakers when attending a Royal Society organised meeting or event.

2 Definitions

Additional Childcare Costs: Costs incurred by the Royal Society award holder outside of the normal costs associated with childcare.

3 Scope

Award holders for the following Royal Society grant schemes are eligible to claim additional childcare costs under this policy:

- Career Development Fellowships
- Dorothy Hodgkin Fellowships
- Faraday Discovery Fellowships
- Industry Fellowships (including Short Industry Fellowships)
- International Collaboration Awards (ICA)
- K C Wong International Fellowships
- Newton International Fellowships
- Royal Society Leverhulme Trust Senior Research Fellowships
- Royal Society Research Professorships
- Royal Society Wolfson Fellowships
- Royal Society Wolfson Visiting Fellowships
- University Research Fellowships

For the above schemes, the Research Fellow or Lead UK Award Holder is eligible to claim additional childcare costs. The policy also covers International Collaboration Award Lead Overseas Award Holders supported through Royal Society ISPF ODA funding.

The policy does not apply to other directly employed staff or PhD students.

In addition to Royal Society award holders, the policy also applies to meeting organiser(s), chairs, and invited speaker(s) of Royal Society scientific meetings, or other Royal Society events or public events, including Royal Society standing committees and working groups.

4 Provision

Additional childcare costs can be claimed when attending events directly related to Royal Society funded research (conferences, collaborative research visits, training courses or invited talks) or for Royal Society organised meetings and events.

In these circumstances, eligible individuals can claim additional childcare costs outside of the claimant's normal routine and which are over and above what would normally be paid for childcare.

Royal Society Award holders can claim up to £2,000 per grant year to cover additional childcare costs. Requests in excess of £2,000 per grant year may be considered if the claimant is a nursing mother.

Support provided can include:

- A contribution towards travel expenses and accommodation (including flights) for the child/children/dependant and, if necessary, for one carer; or
- The cost of childcare for the duration of time that the parent or guardian is unavailable due to travel or attending an event or training outside of their normal working pattern.

Please note that subsistence for the child/children/dependent/carer will not be provided.

5 Process

All requests for childcare travel costs are made in confidence. Information will be processed responsibly in line with GDPR regulations by Royal Society staff.

Requests for additional childcare costs must be made *in advance* by contacting the Royal Society directly. Please contact your grant manager or the team organising the meeting or event. The following information should be provided:

- A full breakdown of associated costs, to include travel expenses and accommodation or additional childcare costs as applicable.
- Justification for the additional childcare costs that explains why these costs are outside the costs normally associated with childcare.
- The purpose of travel and how it relates to the Royal Society funded research; or details of the Royal Society funded event.

Each request will be reviewed and a decision will be made regarding whether a contribution to the requested costs or the full requested amount will be made. An expenses claim can then be made to receive the costs. Please note that we will require receipts for any costs claimed in line with our expenses policy.

All travel should consider the environmental impact and whether the same objectives may be met without the requirement for travel.

6 Support & Guidance

For questions about this policy, please contact the Grants Team on grants@royalsociety.org

Policy sponsor	Grants SLT
Policy owner	Grant Operations Team
Grants Committee Approval Required	Yes, tbc.
Last Review	
Next Review	01/09/2027