



BY EMAIL

**East of England Office
Directorate of
Education & Quality**
Victoria House
Capital Park, Fulbourn
Cambridge, CB21 5XB



4 July 2016



Dear Mr Jamieson

Allocation of east of England Trainee Bursaries in 2016/17 – Surgery

I am delighted to confirm that we are able to continue to provide support to professional education via the Faculty Educator Development Programme in the east of England this year.

Like last year, we have decided to offer bursaries to Schools according to the number of trainees; the allocation is roughly 1 bursary per 100 trainees. Your allocation is therefore 3.

It is the responsibility of individual schools to communicate the availability of these bursaries and approve trainee bursaries; HEE will then administer the payment of these bursaries. Please see the steps below which outline the process, these can also be seen on the attached flowchart.

Approval Process

1. Trainees are encouraged to discuss their application with their Head of School, prior to applying to a University.
2. Once these discussions have taken place, trainees will then be expected to apply to a University.
3. Trainees will then complete the application form and send it to their Head of School, along with their University acceptance letter.
4. Head of School should then review this documentation and approve/ decline it accordingly.
5. If approved, the Head of School should send the application form (along with the University acceptance letter) to HEEE.TEFunding@nhs.net

Please note that we have a system in process to manage the additional payments to applicants who have received bursary funding for a Masters in 2015/16.

Should you require further information about any aspect of this process, please contact HEEE.TEFunding@nhs.net

Yours sincerely,



Dr Sarah Edwards

Medical Clinical Lead, Faculty of Educators

Health Education England – East of England Office