

School of Medicine, Dentistry and Biomedical Sciences

School Scholarships Committee - Staff/Student Conference/Travel Funds

Criteria and Operating Policy 2014/2015

1. Purpose

The Staff/Student Conference and Travel Funds are intended to offer financial support to encourage in particular early career staff to present their work at national and international conferences.

Staff members requesting funding to support an extensive period of research/study should apply for one of the School's Travel Awards, details of which can be found at <http://www.med.qub.ac.uk/intranet/travel.html>

2. Eligibility

At the time of application, you must be:

- (i) A member of academic staff (below Professor Grade) or postdoctoral staff of the School. Members of the Professoriate are expected to fund attendance at conferences from other sources
or
A registered undergraduate or postgraduate student in the School,
and be
- (ii) presenting a paper or poster at a Conference/Symposium (acceptance of an abstract is desirable at the time of application, otherwise funds can be recommended but will not be released until this is received).

3. Regulations

- (i) Applications should be submitted using the form available to download from (<http://www.med.qub.ac.uk/intranet/travel.html>), by the specified dates prior to the School Scholarships Committee meetings and prior to the date of the conference. The deadlines for receipt of applications in 2014/15 are:

23 September 2014
27 December 2014
5 March 2015
7 May 2015

Retrospective applications will not be considered.

- (ii) The School Scholarships Committee meetings will normally be held within two weeks following each deadline. Applicants will receive written confirmation of the outcome of their application within 10 working days of the Committee meeting.

- (iii) The form must be completed in full, including appropriate project and account codes, and be signed off to include a declaration of support by the appropriate Director of Research/Education Centre.
- (iv) Normally only one application per academic year (1 August – 31 July) for any individual will be considered for travel to present work at a conference or meeting.
- (v) **Two copies** of the application form should be submitted, together with a copy of the abstract and supporting documentation. Acceptance of an abstract is desirable at the time of application, otherwise funds can be recommended but will not be released until this is received.
- (vi) Applicants **MUST** have applied to all other available sources of funding support and show evidence of this before applying to the Scholarships Committee.
- (vii) Please note that funding is not guaranteed and each application will be considered on its own merit; in the case that funding for the remainder of the academic year is limited, the School Scholarships Committee will prioritise applications and awards.

3. Costs

- (i) Applicants must provide a full breakdown of all relevant estimated expenses, justifying costs and providing quotations as appropriate. Estimates must be based on the most cost effective accommodation and fares using the University's travel provider.
- (ii) Advantage should be taken of 'Early Bird' registration rates if available and therefore timely applications are recommended.
- (iii) Membership Fees, conference dinners, satellite visits and events incidental to the main conference programme will not be funded.
- (iv) If foreign currency is used, the exchange rate and sterling value must be specified.
- (v) Applicants should be as accurate as possible in estimating costs as the maximum awarded will be based on the estimated costs in the application (within the maximum rate available (see vii)). There will be no opportunity to reapply for additional funding.
- (vi) Following confirmation of award, the funds will be transferred to the Centre project specified. Applicants should liaise with their Centre Office to arrange procurement and payment of registration, travel and to claim expenses. If the actual costs incurred are lower than those estimated and awarded, the balance should be returned by the Centre to the School Office.
- (vii) For the academic year 2014/15, the maximum rates available are:

International/Overseas Conference:	£900
UK/EU or mainland Europe:	£400

- (viii) Travel and Expenses will be paid in line with the University's 'Reimbursement of Expenses and Travel Policy' see Appendix B Section 6.2 of the Financial Procedures and Regulations Manual - page 6.9. and applicants are advised to check these prior to completion of their application.

- (ix) As a guide, the following maximum subsistence allowances and receipted hotel accommodation will be paid (where meals/accommodation is not included in the Conference Registration/Package costed separately):

Day Subsistence

More than 5 hours £4.25

More than 10 hours £9.30

Overnight Subsistence

Where staff travel on University business and an overnight stay is necessary, an overnight subsistence allowance of £20 (£25 overseas) may be claimed, in addition to accommodation costs, to cover lunch and an evening meal (where these are not included in the Conference Registration/Package). Where an overnight allowance is claimed you may not claim the day subsistence allowances referred to above, nor any additional receipted meal or incidental costs.

Hotel Accommodation - Receipted

- London and Dublin - £140
- Elsewhere in the UK and Republic of Ireland - £100
- Overseas - £100