

## Conference Travel Grants

Funds are available to eligible British Society for Immunology members to support their attendance at scientific conferences and seminars in the UK and around the world.

**Maximum awards are currently as follows: £500 for travel within the UK; £700 for European travel; and £1,000 for rest of the world.** These rates are based for UK applicants. If you are an overseas applicant, the rates will be applied according to your place of residence for example £500 if travelling within home country. Please contact us if you have any queries.

Applicants must be up to date with their BSI membership subscription and must have been a member of the Society for more than one year.

- Complete ALL sections. Use capitals throughout.
- **Send your completed application and your submitted abstract by email to:** [membership@immunology.org](mailto:membership@immunology.org)
- The result of your application will be sent to you by email.

Full name:	BSI membership no.:	Membership category Full / Postgraduate / Early Career / Concessionary
Work telephone:	Email:	
Work address:	Years of postdoctoral experience (if PhD student, put S):	
	Time (in years) since last BSI Conference Travel Grant or Unknown (U) / Never (N):	
Present appointment:		
Name of scientific conference, date of travel and location: Please attach notice of meeting if available		
<b>Please provide as much detail as possible about the costs of your proposed visit below:</b>		
<b>SUM REQUESTED FROM BSI: £</b> <i>(Please see top of form for maximum amount available)</i>		
<b>Travel</b> <i>(by least expensive route) *</i>	£	
<b>Registration fees*</b> <i>(must be actual as advertised)</i>	£	
<b>Accommodation*</b>	£	
<b>Subsistence</b> <i>(Maximum £30 per day)</i>	£	
<b>Other</b> <i>(please give details)</i>	£	
<b>FINAL TOTAL</b>	*Where possible, please supply documentary evidence (e.g., screengrabs or weblinks) in support of your estimates so that we can accurately assess them	
<b>Additional funding applied for (Y/N)?</b>  If YES, please detail sources below and include amounts  <b>Applied for (results pending)</b>  <b>Obtained:</b>		

Please provide below a reasoned statement (250-750 words) of the relevance of the meeting or visit to your present research programme (*continue separate sheet if necessary*).

A letter of support from your Head of Department/Supervisor is attached yes/no

Head of Department/Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Has an abstract been:

a) Submitted Y/N

b) Accepted Y/N

c) Other (*please specify*):

Title and authors of abstract:

*Underline the presenter. Attach copy of abstract to form*

Give details of any other contribution you will make to the meeting: *e.g., chairperson, speaker*

Research record:

*Please give the full reference of your 4 most high-ranking papers over the previous 5 years.  
(Underline senior author)*

Applicants who receive sufficient support from other sources to meet the full costs of their proposed visit are required to inform the BSI as soon as possible and, where a BSI award has already been made, to return this in full or that part which is more than the stated sum needed. Should you not undertake your trip after receiving a grant, you are required to return the full sum of the grant.

You will also need to send BSI the following information after your conference:

- A short resume of the educational value and/or photos, if possible, on activities carried out with the support of the grant which can be used for our newsletter feature or on our website. This should be submitted to [membership@immunology.org](mailto:membership@immunology.org).
- Receipts for travel, event registration, accommodation etc. up to grant received

I agree to the above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The BSI will pay all successful awards directly to your bank account, we will be in touch later requesting bank details

**Data protection and privacy:**

We take your data security extremely seriously. We keep it safe, treat it with respect and we will never sell or share your data to any third parties for marketing purposes. To find out more information you can read our [Privacy Policy](#) and [Data Protection Policy](#) on our website. If you have any queries, please contact [dp@immunology.org](mailto:dp@immunology.org).

## NOTES TO APPLICANTS FOR THE BSI CONFERENCE TRAVEL GRANTS

**Maximum awards are currently as follows: £500 for travel within the UK; £700 for European travel; and £1,000 for rest of the world.** These rates are based for UK applicants. If you are an overseas applicant, the rates will be applied according to your place of residence for example £500 if traveling within home country. Please contact us if you have any queries.

***Please note the outcome of applications will be sent via email to all applicants three to four weeks after the application deadline of the round that has been applied for***

### Eligibility

To be eligible to apply:

- Applicants must be current paid-up BSI members who have held membership for a minimum period of one year (two consecutive membership subscription payments). This grant scheme is open to members in the following membership categories: Full, Early Careers, Postgraduate and Concessionary.
- Applicants must not have received an award from this scheme in the preceding 12 months.
- This grant scheme can only be used to apply for funds to go to a scientific conference, seminar or workload. If you would like to apply for funds to go on a lab visit or to attend a skills-based training course (e.g. leadership training), please apply to the [BSI Career Enhancing Grants scheme](#).
- Grants cannot be awarded retrospectively.

### Application timeline

Applications are considered four times per year. The application deadlines are 12 noon on 1 February, 1 May, 1 August, 1 November. The outcome of applications will be sent via email to all applicants three to four weeks after the application deadline of the round that has been applied for. We recommend you apply for the award with the application deadline at least 5–6 weeks ahead of your conference.

### Terms and conditions

- Travel must be completed within one year of award date.
- You will be required to acknowledge the BSI for their financial support on your poster and or oral presentation as well as displaying the Society's logo. Please email [membership@immunology.org](mailto:membership@immunology.org) for this.
- Successful recipients are required to submit the following within **one month** after the meeting:
  - A short resume of the educational value and/or photos, if possible, on activities carried out with the support of the awards which can be used for our newsletter feature or on our website. This should be submitted to [s.green@immunology.org](mailto:s.green@immunology.org).
  - Receipts for travel, event registration, accommodation etc. up to award received
- It should be noted that awards made under this scheme are not intended to cover the full cost of the proposed activity. Applicants are encouraged to obtain additional funding from elsewhere.
- Applicants need to provide an abstract that has been submitted to the conference to demonstrate active participation. In the case of funding for a visit a full itinerary should be given.
- A letter of support from the Head of Department/Supervisor is essential. All applications must be countersigned by the Head of Department/Supervisor or for students their immediate superior who in doing this is granting permission for the proposed activity.
- This grant scheme involves funding travel placements and we expect recipients to adhere all relevant coronavirus guidance both from the UK and/or devolved nations and from the government of the country you are visiting. This includes the UK and/or devolved nation travel guidance, covering the period of the placement for the country you wish to visit. It also includes adhering to guidance imposed

by your host country for the duration of your visit. We reserve the right not to fund placements to visit countries that are currently on the UK travel red list.

- The BSI will not accept any liability to the grant recipient or to any third party for any costs, claims, damages or losses that are incurred due to the need to quarantine either when arriving in your destination country, during your visit or when arriving back into the UK or any other costs relating to the travel placement.

***Please note that failure to comply with the terms and conditions may result in the Society to asking for monies awarded to be refunded and/or future applications denied.***

## **Application assessment**

### **Conference Travel Grants Panel**

- Conference Travel Grants Panel assesses all applications to this scheme. They meet four times a year, and in making awards considers the scientific value of the applications received and looks favourably on early career researchers.
- The assessment of applications employs a **points system** weighting decisions primarily on the scientific merit of the application, also considering the juniority of the applicant.

### **Assessment criteria**

Applicants will be assessed according to the three main criteria:

1. **Benefit to career gained from attendance.** This refers to how attendance at the scientific conferences, seminars or workshop will benefit the applicant in the progression of their career. Key points to note and incorporate into the application include:
  - How the applicant will be participating in the conference, whether presenting a poster or giving a talk. NB. Applicants need to provide an abstract that has been submitted to the conference to demonstrate active participation.
  - How the applicant plans to use attendance to further their career. Give details of whether the aim is to form collaborations or further knowledge in an area that is not currently being pursued. Applicants should indicate what it is about this particular event that is important for their career
  - A supporting statement from the supervisor/ head of department is essential
2. **Financial need for support.** This refers to the applicants' current funding available for travel. Key points that should be incorporated in the application include:
  - Why funds are being sought from the Society and why the level of support is being requested.
  - The applicant is encouraged to apply for other funding to help attend the conference and give details of this so that the committee may see that the applicant will be able to attend if only partial support is provided by the Conference Travel Grants.
3. **Guidance for Letter of Support from Supervisor or Head of Department.** A strong letter of support will demonstrate the following:
  - Case for financial need and the justification for the amount requested.
  - What the benefit of attending that particular conference would be to the applicant's career

Although the BSI endeavours to ensure that Conference Travel Grants are awarded to as many applicants as possible, there will be occasions where applications are unsuccessful.

***Please make sure you use the latest version of the Conference Travel Grant application form, as it is subject to periodic updates. To download the latest version, please visit the BSI website***