

BSI Travel Awards – Application Form



For working visits and meetings NOT SUPPORTED by the BSI funding and NOT QUALIFYING for BSI bursaries.

Maximum awards are currently as follows: £500 for travel within the UK; £700 for European travel; and £1000 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.

Applicants must be up to date with their subscriptions; must have been a member of the society for more than one year and not have received a travel award within the last year.

- Complete ALL sections. Use capitals throughout.
- **Send your completed application and your submitted abstract by email to:** s.green@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 award or Unknown (U) / Never (N):	
Present appointment:		
Purpose of journey/name of meeting, date of travel and location: Please attach notice of meeting if available		
Please provide as much detail as possible about the costs of your proposed visit below:		
SUM REQUESTED FROM BSI: £ <i>(please see top of form for maximum amount available)</i>		
Travel <i>(by least expensive route) *</i>	£	
Registration fees* <i>(must be actual as advertised)</i>	£	
Accommodation*	£	
Subsistence <i>(Maximum £30 per day)</i>	£	
Other <i>(please give details)</i>	£	
FINAL TOTAL	*Where possible, please supply documentary evidence (e.g. screenshots or weblinks) in support of your estimates so that we can accurately assess them	
Additional funding applied for (Y/N)? If YES, please detail sources below and include amounts Applied for (results pending) Obtained:		

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 is attached yes/no

Head of Department 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. Chairman, 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 an award, you are required to return the full sum of the award.

- 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
- Receipts for Travel, Event Registration, Accommodation etc. up to award 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

NOTES TO APPLICANTS

BSI TRAVEL AWARDS

Maximum awards are currently as follows: £500 for travel within the UK; £700 for European travel; and £1000 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.***

Application deadlines

Applications are considered 4 times a year, the deadlines for which are:

- 1 February (**Midday**)
- 1 May (**Midday**)
- 1 August (**Midday**)
- 1 November(**Midday**)

Please note that travel must be completed within 1 Year of award date

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

Awards details

To be eligible to apply:

- Applicants need to have been a member of the society for at least **twelve months** prior to the deadline on the closing date of the travel award round applied to
- All applicants must to be in good standing with their annual subscriptions when applying and receiving travel awards
- Applicants **must not** have received one of the following Society Travel Awards/Bursaries in the 12 months before the closing date of the round applied to: BSI Travel Award, ECI Bursary and IUIS
- Incomplete applications will be rejected

Terms and Conditions

- 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
- 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
- A letter of support from the Head of Department/Supervisor is essential
- 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
- You will be required to acknowledge the Society for their financial support on your poster and or oral presentation as well as well as displaying the Society's logo. Please email s.green@immunology.org for this
- Successful recipients are required to submit the following within **one month** after the meeting:
 1. 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
 2. Receipts for Travel, Event Registration, Accommodation etc. up to award received

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

Awards Committee

- The BSI Travel Awards Panel meets four times a year, and in making awards considers the scientific value of the applications received, and looks favourably on younger scientists.
- 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.
- Further information about how travel awards applications are assessed please go **here**.

Although the BSI endeavours to ensure that travel awards 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 travel awards application form, as it is subject to periodic updates.

Company 3005933, registered in England & Wales, limited by guarantee and registered as charity 1043255.