

BSGM Travel Awards – Application Form

Please read the notes about eligibility on the BSGM website and on page 3 of this form. Please check the website for the latest maximum awards available (In 2018: £250 for UK/European travel and £450 for intercontinental travel, at the discretion of the panel).

INSTRUCTIONS

- Complete ALL sections electronically if possible. Otherwise print out and use capitals throughout.
- Send your completed application (scan if necessary please) and your submitted abstract by email to membership@bsgm.org.uk
- The result of your application will be sent to you by email

Full Name:	BSGM membership no.:	Email:
Work telephone:		Date of birth:
Work address:		Qualifications: (if you are a student, put S):
Present appointment:		
Purpose of journey/name of meeting and location: Please attach notice of meeting if available		Date of travel:
Please provide as much detail as possible about the costs of your proposed visit below:		SUM REQUESTED FROM BSGM: £ _____ <i>(please see top of form for maximum amount available)</i> Additional funding necessary? Y/N _____ If YES, please detail sources and amounts below Obtained: Applied for (results pending): _____
Travel (by least expensive route)*	£ _____	
Registration fees* <i>(must be actual as advertised)</i>	£ _____	
Accommodation*	£ _____	
Subsistence <i>(Maximum £30 per day)</i>	£ _____	
Other (please give details)	£ _____	
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*

*Details of Accepted Abstract: **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 or the details about the purpose for your visit – teaching, educational, to learn a new technique, meet with a collaborator

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 BSGM as soon as possible and, where a BSGM award has already been made, to return this in full or that part which is in excess of 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 report on the activities carried out with the support of this award is required for the BSGM within one month of attending the meeting.

An individual not providing a report will be ineligible from receiving a future award for a period of 10 years.

I agree to the above:

Signature: _____ Date: _____

Awards are paid directly into your bank account. Please supply the following information For overseas banks please provide SWIFT/IBAN):

Bank/Building Society name: _____

Name of Account Holder: _____

Account Number: _____ Sort code: _____

For office use:

Award: _____

Date Paid: _____

Pay Method: _____

NOTES TO APPLICANTS FOR BSGM TRAVEL AWARDS

1. The Travel Award scheme operated by the BSGM attracts a large number of applications. Awards are recommended by the Travel Awards Panel within the Education and Training subgroup of the BSGM and approved by the Executive Committee who assess the competitive merit of the applications.
2. Applications can be assessed only on the basis of the information provided. It is important therefore that all sections of the form are completed in full to provide the details required.
3. The Travel Award panel would give preference to an applicant requesting support to attend a meeting/conference if they are actively participating e.g. presenting a talk/poster. Copies of accepted abstracts (where appropriate) should be included and it is essential that the presenter is clearly identified.
4. Send your application with a notice of the meeting, if available.
5. Incomplete applications will not be considered for support.
6. There are no deadlines for applications. Applications will be considered on an approximately monthly basis
7. Conditions for eligibility are
 - a) applicants must be up to date with their annual subscriptions at time of application.
 - b) they must have been elected to membership at least twelve months before the deadline date for applications.
 - c) if the request is support to attend a meeting applicants must have an accepted abstract.
8. The Society's aim is to support as many members as possible to attend meetings or travel to a different centre each year so those members who have already received an award within three years are not eligible.
9. Retrospective applications will not be considered. Please ensure that submissions are received a minimum of 6 weeks prior to the proposed travel.
10. Recipients of Travel Awards are required to submit a brief report (350 words maximum) on the activities carried out with the support of the Award. This should be submitted to Mr Andy Stephens (membership@bsgm.org.uk) within six weeks of the end of the visit. **Failure to do so will make the recipient ineligible from receiving a future award for a period of 10 years.**
11. Successful recipients are also asked to acknowledge the BSGM for their financial support on their poster and/or oral presentation as well as displaying the BSGM logo. Logos are available from Mr Andy Stephens (membership@bsgm.org.uk).