

Imperial College, Department of Medicine Postdoctoral Travel Awards

The Department of Medicine has donated funds for conference travel awards to enable Postdoctoral Research Scientists and Research Fellows without such funds to present their research.

The Department of Medicine encourages applicants to make every effort to obtain conference funds from external sources; if the full conference/travel cost is secured from external sources either before or after the conference, applicants/awardees must alert the committee so that the Postdoctoral Travel Award can be reallocated to assist other applicants.

Maximum awards are currently as follows:

£250 for UK; £500 for Europe; and £1000 for outside Europe.

(NB. In some cases, we may be able to provide additional funds for conferences outside Europe- please fill out the additional details section)

Application deadlines

- 1st Aug: for travel in Oct, Nov, Dec, Jan, Feb
- 1st Dec: for travel in Feb, Mar, Apr, May, June
- 1st April: for travel in June, July, Aug, Sept, Oct

Eligibility

- Applicants must be employed at the Department of Medicine and hold a contract for at least two months beyond the date of the meeting.
- Applicants must have previously completed a PhD and not be otherwise eligible for the Department of Medicine Travel Awards intended for research degree students
- Applicants **must not** have previously received a Department of Medicine Postdoctoral Travel Award in the 12 months before the closing date of the round applied to.

Terms and Conditions

- Only funding for future meetings will be accepted
- These awards are designed to provide support for conference attendance where there are **insufficient funds** available in currently awarded grants within the research group. *In writing a supporting statement for the applicant, the line manager must confirm that alternative funds are not available for conference attendance.*
- Applicants need to provide an abstract that has been submitted, or will be submitted to the conference to demonstrate active participation. Preference is given to accepted abstracts, and to submitted abstracts.
- Travel awards will be paid in arrears via an expense claim with appropriate receipts up to the amount of the award and in line with College expenses policy: <http://www3.imperial.ac.uk/finance/sections/accountspayable/expenses>
- Successful recipients should be aware of the following:
 1. A meeting report (including photos) on activities carried out with the support of the award which will be used for the website to ensure the continued support of the Department of Medicine for future applicants. This should be submitted to a.mateiro@imperial.ac.uk **within one month of the conference.**
 2. You may be asked to speak at departmental research events.

Costs **can** include:

- Airfare, rail or other travel as appropriate
- Accommodation costs
- Subsistence
- Registration fees

Costs **cannot** include:

- Research expenses
- Medical insurance
- Excess baggage costs
- Training courses
- Expenses due to cancellations
- Visa charges/work permits
- Work permits
- Immunisations

Extra-ordinary cost awards: The limit of these awards is flexible and will be determined on a case-by-case basis.

- Please complete ALL sections. Incomplete applications will be excluded
- The lay summary should be understandable to a lay person (a non-scientist)
- **Please send your completed application and letter of support by email to:** a.mateiro@imperial.ac.uk

- The result of your application will be sent to you by email within 4 weeks of the deadline

| | | |
|--|---|--|
| Full Name: | CID | Division/Section/Group |
| Job Title | Email: | |
| Application Type (delete as appropriate): a) Travel Award b) Extra-ordinary costs award c) Both | Contract End Date | |
| Present appointment: | Years of postdoctoral experience | |
| Meeting details: Title: Location: | Time (in months) since last Department of Medicine Postdoc Travel Award or Never (N): | |
| Please provide as much detail as possible about the costs of your proposed visit below, in line with College policy: | | Date of travel: |
| Travel (<i>by least expensive route</i>)* | £ _____ | Please give details here of any external funding you have obtained/applied for/plan to seek towards this conference attendance/travel: |
| Registration fees (<i>must be actual as advertised</i>) | £ _____ | |
| Accommodation | £ _____ | |
| Subsistence | £ _____ | |
| Other (<i>please give details</i>) | £ _____ | Office Use: _____ |
| FINAL TOTAL | £ _____ £ _____ | |
| SUM REQUESTED FROM SCHEME: (<i>please see top of form for maximum amount available</i>) £ _____ | | |
| | | |

Has an Abstract been:

a) **Submitted** YES / NO

b) **Accepted** YES / NO (*please specify oral or poster*):

c) **Other** (*please specify*):

Abstract – Please paste below the abstract that you have submitted to the meeting (or are planning to submit). Please provide proof of submission/outcome, if available.

Lay summary – please summarise your abstract such that it can be understood by a lay person (**Max.300 words**)

Scientific summary – please summarise your abstract such that it can be understood by a scientist who is not in your field (**Max.200 words**)

Justification – please explain how attendance at this particular conference will benefit your work, including your aims, why this conference is relevant to your research programme, and how you will share your experience of attending this conference with others. (**Max. 200 words**)

Is a letter of support from your line manager/Head of Department attached, including a statement whether there are alternative funds available to support the applicant's attendance: **Failure to complete this will result in the application being rejected.*

Letter attached YES / NO

Please give details of any other contribution you will make to the meeting: *e.g. Chairing a session*

Please provide any additional details you would like to make the panel aware of that have not been covered in the above form.

Applicants who receive support from other sources to meet the full costs of their proposed visit are required to inform the ECC as soon as possible and, where an 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.

Awardees are required to submit:

- A meeting report (including photos) on activities carried out with the support of the award, to be sent to a.mateiro@imperial.ac.uk within one month of the conference.
- An abstract to present your research at a Departmental Research Day, within 12 months of conference attendance

I agree to the above:

Signature: _____ **Date:** _____