RSC Chemical Biology and Bio-Organic Group

**Travel Bursary Scheme**

**Guidance and Conditions for Applicants**

***What is the purpose of a Travel Bursary?***

The purpose of a RSC Chemical Biology and Bioorganic Group (CBBG) Travel Bursary is to enhance career prospects through the support of lab visits (e.g. to learn a technique, foster a new collaboration etc.) or attendance at a scientific meeting in the area of chemical biology or bioorganic chemistry.

***Who is eligible?***

Any post-graduate student enrolled in a research programme (PhD or Master’s) who is a member of the RSC Chemical Biology and Bioorganic Group (RSC-CBBG).

***Do I need to present?***

Yes, for Conference Attendance, successful applicants must present, in either oral or poster form, at the meeting they applied for. The RSC Chemical Biology and Bioorganic Group must be acknowledged in presentations.

***How do I apply?***

Please submit to Secretary of CBBG, Dr Robin Bon ([R.Bon@leeds.ac.uk](mailto:R.Bon@leeds.ac.uk)), a completed application form (see attached) consisting of:

* Applicant details (Section 1)
* A one-page summary of why you would like to attend the meeting, what you will present, and why you should be considered for a bursary (Section 2).
* A supporting letter from your supervisor (Section 3).

Applications must be in Microsoft Word or PDF format.

***How is the Bursary awarded?***

The committee awards travel bursaries competitively. Criteria for application will include:

1. Quality and remit of meeting/ lab visit
2. Impact on career development
3. Financial justification/ need, priority will be given to applicants with limited access to financial mechanisms supporting travel
4. Previous conferences
5. Support of supervisor
6. Quality of application

Successful applicants will be notified by email

***What type of expenditure can be funded?***

Registration fee, accommodation costs, budget travel expenses.

***What is the maximum value of each Bursary?***

£750. The committee are likely to approve a contribution to travel costs

***How many bursaries are awarded each year?***

Several bursaries are awarded each year.

***What is the closing date for applications?***

31st March for travel 1st April to 30th June

30th June for travel 1st July-30th September

30th September for travel 1st October-31st December

31st December for travel 1st January-31st March

***How do I claim my bursary?***

Successful Travel Bursary Winners should submit their completed claim form with receipts to the Treasurer of CBBG, Dr Zoe Waller ([Z.Waller@uea.ac.uk](mailto:Z.Waller@uea.ac.uk)), within 30 days of the end of the meeting.

Successful Applicants should also provide a paragraph on the impact of the Award including a picture. This information will be used to promote the wider impact of our bursary scheme via the website and twitter. You can also acknowledge us by “tweeting” whilst travelling @RSC-CBBG

Travel Bursary Application Form

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| **Section 1: Applicant Details:** | | | | | | | | | | |
| Meeting/placement name |  | | | | | | | | | |
| Meeting/placement dates |  | | | | | | | | | |
| Meeting/placement place |  | | | | | | | | | |
| Registration cost | | | | | | |  | | | |
| Accommodation cost | | | | | | |  | | | |
| Transport cost | | | | | | |  | | | |
|  | | | | | | | | | | |
| Title (e.g. Mr) |  | First Name | | |  | | | | | |
| Last Name |  | | | Student status | | | | |  | |
| Institution |  | | | | | | | | | |
| Address |  | | | | | | | | | |
| Tel |  | | | | Mobile | | |  | | |
| E-mail |  | | | | | | | | | |
|  | | | | | | | | | | |
| I am a member of the RSC | | | | | | | | | | Yes / No |
| I am a member of the Chemical Biology and Bio-Organic Group | | | | | | | | | | Yes / No |
| Your RSC membership number | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Have you ever received an RSC Bursary or Travel Award | | | | | | | | | | Yes / No |
| if "yes," please indicate the source (e.g., BMCS), and date and title of meeting attended. | | |  | | | | | | | |
| Title of Masters/Ph.D. project | | | | | |  | | | | |
| Name of your supervisor | | | | | |  | | | | |
| Your supervisor’s e-mail address | | | | | |  | | | | |

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| **Section 2: Applicant’s Supporting Statement (500 words max)**  A summary of why you would like to attend the meeting, your research, what you will present, what travel funds you have/have sought, and why you should be considered for a bursary. |
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| **Section 3:** **Supervisor’s supporting statement (500 words max)**  **Please comment on: (i) Presentation skills; (ii) Students intellectual contribution to project; (iii) The students character; (iv) Why attending this conference will benefit the student; (v) What other travel funds the student has available/have been sought.** |
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| --- | --- | --- | --- |
| **Section 4:** **Signatures**  ***I declare that all information within this application is correct*** | | | |
| **Applicant’s Signature:** |  | **Date:** |  |
|  | | | |
| **Supervisor’s**  **Signature:** |  | **Date:** |  |
| **Supervisor’s Title and Position** |  | | |