

Criteria for RSC Toxicology Meeting Bursaries

The following outline gives details of how to apply for meeting bursaries awarded by the RSC Toxicology Group, and how the Committee will assess and prioritise these applications.

PURPOSE

Bursaries are available from the RSC Toxicology Group to contribute towards registration, travel and accommodation costs for attending a toxicology-related scientific meeting. The meeting does not have to be organised by the RSC, nor be based in the UK.

AVAILABLE FUNDS

The total value of bursaries on offer each year will vary according to the Group's circumstances, but is expected to be about 10% of available funds. The RSC Toxicology Group does not intend to spend the entire allocation each year, and funds will be awarded on the merit of each application. Bursaries are not intended to fund the totality of an applicant's expenses for a given meeting. It is expected that the maximum bursary per application will be in the region of £1000.

Under normal circumstances, funds will only be paid to a successful applicant on presentation of appropriate receipts and other required documents (see [REQUIRED DOCUMENTS](#), below), after the meeting has taken place and up to the agreed value of the award. Please note that applicants requiring payments in currencies other than Pounds Sterling will need to include the necessary bank fees as part of their application.

ELIGIBILITY TO APPLY

Applicants for RSC Toxicology Group bursaries must:

- Be a member¹ of the Royal Society of Chemistry Toxicology Interest Group. Priority will be given to those applicants who are also members of the Toxicology Group.

For bursaries to attend meetings organised by the RSC Toxicology Group, applicants must:

- Be post-graduate students or early-career scientists within the first five years of completing their studies (not including career breaks).

For all other meetings, applicants must:

- Be post-graduate students or early-career scientists **and** be delivering a poster or oral presentation **or** be delivering an oral presentation (at any career stage).
- Be the presenting author at the meeting in question. The applicant does not have to be the principal investigator or primary author of the work in question.

¹ AMRSC, MRSC, FRSC

APPLICATION PROCESS

Applications must have a substantial toxicology element to be considered. An applicant should contact the Group [Secretary](#) with the following documentation:

- A brief outline of the conference/meeting, including its themes, location and venue.
- An overview of the costs associated with attending the meeting, specifying which costs would be covered by the bursary and including any non-Sterling bank payment fees (if appropriate).
- A justification for attending the meeting and why the applicant believes it will be beneficial to them and their development.
- The abstract of the submitted presentation or poster and evidence that it has been accepted (where appropriate).
 - The Committee will accept evidence of an abstract's submission at the application stage, if acceptance has not been received. Any bursary is awarded on the condition that the abstract is accepted, and evidence must be provided **before** any funds are claimed.
- A brief curriculum vitae of the applicant.
- The applicant's RSC membership number and confirmation that the applicant is a member of the Toxicology Group.
- Confirmation of their student or early-career status from a supervisor or line manager (where appropriate).
- Details of any other funding (e.g. grants or travel bursaries) received from the Royal Society of Chemistry, including but not limited to the Toxicology Group, in the two years prior to this application.

Submissions can be made at any time. Applications will be reviewed at the Committee's quarterly meetings held in March, June, September and December of each year. Documentation should be received no later than the 1st of the month of each meeting to allow time for the Committee to review it. Applications received after this cut-off will only be considered at the subsequent meeting. Please allow up to 4 weeks after the meeting for a decision to be communicated. **Retrospective applications will not be accepted.**

SELECTION CRITERIA

Applications will be considered on their own merits. The following criteria will be used to determine whether an award is made:

- Originality and scientific merit of the work to be presented.
- Relevance of the topic to the areas of interest of the RSC Toxicology Group.
- Level of prior support received by the applicant from the RSC Toxicology Group.

REQUIRED DOCUMENTS

Successful applicants are required to supply the following documents to the Committee prior to the release of any funds:

- A short report (about 500 words is usually sufficient) describing the scientific content of the meeting and its relevance to the Toxicology Group.
 - Photographs (e.g. of the applicant on stage or with their poster) are welcomed.
 - The report and any photographs would be distributed to the members of the Toxicology Group.
- Certificate of attendance (where available).
- Receipts of all financial transactions relating to the amounts agreed to be covered by the bursary.

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