**BSMS Early Career Researcher Conference Fund**

**A conference fund is available to BSMS Early Career Researchers (ECRs) to facilitate their attendance at conferences or training courses. Funding for each financial year is limited to a maximum of £500 per ECR. All applications must be approved by the ECR's line manager.**

**Early Career Researchers are defined as those on Research-Only contracts, who are NOT clinically qualified and NOT registered for a higher degree e.g. PhD. They normally (but not always) have a PhD and they are normally within 7 years of their PhD being awarded.**

**Note that this funding is unlikely to be enough to cover the full cost of the conference/course therefore the ECR will need to find funding from another source (e.g. from Learned Societies such as the Biochemical Society or the University of Brighton Conference Support Fund) in addition to the BSMS funding.**

**There will be four deadlines for application: 1st December, 1st March, 1st June and 1st September.**

**Applications will be evaluated by a competitive process based on the following criteria:**

**1. Value of the conference/training course to the funded research of the ECR (e.g. International conferences will score higher).**

**2. Quality of the presentation/abstract (e.g. oral presentation will score higher than a poster)**

**3. Other funding contributions (applications with other guaranteed funding will score higher)**

**4. Whether the ECR has obtained funding in previous financial years (previously funded ECRs will score lower).**

**Applications will be scored by 3 Senior Faculty across a range of research areas. Line managers will not score applications from their own staff. Late, incomplete or retrospective applications will not be considered.**

**To apply, please complete the following form. To confirm approval from your Line Manager please ask him/her to append their electronic signature. Then send it electronically to Elizabeth Ford (e.m.ford@bsms.ac.uk) and copy in the primary care departmental assistants Sonia Khan and Julie Fletcher (primarycareda@bsms.ac.uk). Once approved, it will be sent back to you as a pdf and the code from which to claim the agreed funding provided. Then you can claim back the costs of the Conference/Workshop on the Agresso system, sending in your original receipts as normal. The BSMS Early Career Researcher Lead will approve the request or get back to you if there is a problem.**

**Successful applicants will be required to write a report on the conference/workshop they attended for the InPulse newsletter. This report will be required no later than 1 month after the conference takes place and will comprise a 300 - 400 word summary stating the benefits of the Conference/Workshop to the applicant, and ideally, a photo taken of you at the conference. Please send this report electronically to Matt Bemment (M.Bemment@bsms.ac.uk) (copied to Elizabeth Ford (e.m.ford@bsms.ac.uk) and Deeptima Massey (****d.massey@bsms.ac.uk****) together with your photo.**

**If you have any queries, please contact the BSMS Early Career Researcher Lead (e.m.ford@bsms.ac.uk)**

**Please attach any supporting documentation.**

**Personal Details.**

Name:

Position (e.g. Research Fellow):

Department within BSMS (e.g. Clinical And Experimental Medicine):

Date of appointment to current position:

If you are moving onto a subsequent contract in the near future, please explain:

Will you be employed by the University of Sussex during the dates of the Conference/Course: Yes: [ ]  No: [ ]

Year that your PhD was awarded:

Name of Line Manager:

Conference or Course to be attended

Name of Conference or Course:

Dates of Conference or Course:

Location of Conference/Course:

Website of Conference/course:

Why do you wish to attend this conference/ course? What value will it add to your role and/or research profile? (300 words max)

Are you giving an oral presentation at this conference? Yes: [ ]  No:[ ]

Are you giving a poster presentation at this conference? Yes: [ ]  No:[ ]

Title of presentation:

Please attach **the abstract of your presentation** and **the email confirmation of acceptance from the conference** (as an outlook item, a screenshot, or a pdf) when you submit this form by email.

Costs of conference or course

Please give a breakdown of the costs of the conference/course in local currency and sterling equivalent.

Registration fee:
Accommodation:

Travel (please specify):

Other (please specify)

Total cost of conference (i.e. registration, travel, subsistence):

Other funding?

Are the costs of this conference/workshop partly covered by other funds? Yes: [ ]  No:[ ]

If yes, please describe the amount and source of the other funding and whether it is secured. Please also give details of any conference funding applications that are under review and when you will know the result.

Previous funding from the BSMS conference fund

Have you previously applied to the BSMS Conference fund? Yes: [ ]  No:[ ]

Were you successful? Yes: [ ]  No:[ ]

Please give the date(s) of your successful application(s)?

**Amount requested from the BSMS Conference fund:**

Approval from Line Manager

I approve this application.

Name of Line manager:

Signature:       Date:

Approval from the BSMS Early Career Research Lead (or Deputy)

I approve this application.

BSMS Early Career Research Lead (or Deputy):

Signature:       Date:

**The section below is to be completed by the panel member**

Scoring sheet for ECR conference grant applications. Please score the applications where 5 is the higher priority (mark the chosen score in bold).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | low |  |  |  | high |
| 1 | Value of the conference/training course to the funded research of the ECR (e.g. International conferences will score higher) | 1 | 2 | 3 | 4 | 5 |
| 2 | Quality of Abstract/Training Program (e.g. oral presentation will score higher than a poster) | 1 | 2 | 3 | 4 | 5 |
| 3 | Other funding contributions (applications with other guaranteed funding will score higher) | 1 | 2 | 3 | 4 | 5 |
| 4 | 4. Whether the ECR has obtained funding in previous financial years (previously funded ECRs will score lower). | 1 | 2 | 3 | 4 | 5 |
|  | Total score |  |  |  |  |  |

If you would like to make any comments on this application, please insert them here.