**Imperial College, Department of Medicine**

**Early Career Committee (ECC)**

**Postdoctoral Travel Awards**

The Department of Medicine has generously donated funds for conference travel awards. These are to enable Postdoctoral Research Scientists and Research Fellows in groups without such funds to present their research at conferences and workshops. Applicants can also apply for funding to cover extraordinary costs relating to caring responsibilities.

Applicants for these ECC Travel Awards must be employed at the Department of Medicine and hold a contract for at least two months beyond the date of the meeting. The call opens twice a year and only applications for future meetings will be accepted.

Unfortunately the awards are not currently available to PhD students or Clinical Research Fellows.

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.*

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 ECC Travel Award can be reallocated to assist other applicants.

Those in receipt of ECC Travel Award must submit an abstract to present their research at a Departmental Research Day within 12 months of conference attendance.

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>

Costs **can** include:

* Airfare, rail or other travel as appropriate
* Accommodation costs
* Subsistence
* Registration fees
* Extra-ordinary costs relating to caring responsibilities

Costs **cannot** include:

|  |  |
| --- | --- |
| * Research expenses | * Expenses due to cancellations |
| * Equipment | * Shipping costs |
| * Medical insurance | * Visa charges |
| * Excess baggage costs | * Work permits |
| * Contributions towards salaries | * Immunizations |
| * Training courses |  |

Travel awards will be made in order of:

* £250 maximum for travel within UK
* £500 maximum for travel within Europe
* £1500 maximum for travel outside Europe

Extra-ordinary cost awards: The limit of these awards is flexible and will be determined on a case-by-case basis. Examples of costs could be additional care costs incurred while at a conference, cost of arranging alternative transport for dependents etc.

**APPLICATION FORM**

1. **Application type** (please circle):

(a) Travel Award (b) Extra-ordinary costs award (c) Both

**2. Applicant details**

Full name:

CID:

Division/Section/Research Group:

Job title:

Contract end date\*:

*\*Only employees who hold an employment contract two months beyond the date of the meeting will be eligible to apply. Please indicate if your contract is due to expire but is going to be extended*

**3. Meeting details**

Title of meeting:

Location:

Dates of the meeting:

**4. Justification –** please explain how attendance at this particular conference will benefit your work e.g. what are your aims, why is this conference the most relevant. **(Max. 300 words)**

Word count:

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

**6. Lay summary –** please summarise your abstract such that it can be understood by people outside your field. **(Max.300 words)**

Word count:

**Applications will be judged based on the quality of the abstract (25%), lay summary (25%) and justification for attendance (50%).**

**Word count limits will be rigorously applied and applications exceeding the word count limits rejected.**

**7. Financial information**

(a) Travel/conference costs

Please provide cost estimates based on a quotation from the supplier and in line with College expenses policy.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total | Amount requested | |
| Travel |  |  | |
| Accommodation |  |  | |
| Subsistence |  |  | |
| Registration fees |  |  | |
| Other (please describe) |  |  | |
| **TOTAL** |  |  |

(b) Extra-ordinary costs relating to caring responsibilities

|  |  |  |
| --- | --- | --- |
| Cost description | Total | Amount requested |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

(c) Please give details here of any **external funding you have obtained/applied for/plan to seek towards this conference attendance/travel:**

|  |  |  |
| --- | --- | --- |
| Funding organisation | Amount requested | Indicate: obtained/applied for/plan to seek |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

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

**8. Line manager’s supporting statement\***

Full name:

Please provide a supporting statement for the applicant’s attendance at this meeting.

Are there alternative funds available to support the applicant’s attendance?

□ Yes □ No

*\*Failure to complete this will result in the application being rejected.*

**9. Signatures**

|  |  |  |
| --- | --- | --- |
|  | Please type your name | Date |
| Applicant |  |  |
| Line manager |  |  |