** **

**APPLICATION FOR A BSCB/Company of Biologists SUPPORT GRANT**

Please TYPE or print clearly. Forms without this information or illegible will not be processed

Title......

First name: ....................................

Surname.............................................

Professional Address\*.................................................................................................. ...................................................................................................................................... ......................................................................................................................................

Academic Tel:......................... Academic Email\*...........................................................

BSCB Membership Number ..................

I have been a member for ……………. Years

**Bank details**

Sortcode:

Account number:

Bank:

I wish to apply for a BSCB/CoB travel grant for the following reason (please tick appropriate box):

⬜ to attend a meeting/conference

⬜ to attend a workshop or training course

⬜ to support a re-training event

If attending a meeting, will you be presenting a poster or talk? YES ⬜ NO ⬜

**Event title**:

**Place and date**:

**Expenses claimed:** Please give total costs in local currency and sterling equivalent.

**Travel:**

**Accomodation:**

**Registration:**

**Applications can be made at any time, but must be at least 1 month before the start of the event.**

**Please upload application as a single merged Pdf containing the following supporting information:**

**-this completed and signed application form**

**-a screenshot of your membership details from**  [https://hg3.co.uk/bscb/members.aspx](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhg3.co.uk%2Fbscb%2Fmembers.aspx&data=02%7C01%7C%7C3d34393229c34655659f08d6f57469ca%7C4eed7807ebad415aa7a99170947f4eae%7C0%7C0%7C636966277683459986&sdata=SQ2z9dPCMvQ30fK%2BOrPE9%2BsE5mLZvKrfaGI3obSLskE%3D&reserved=0)

**- a brief (max 1 page A4) supporting letter**

**-a copy of any abstract submitted to the meeting for which funding is requested**. Names of all authors should appear on the abstract.

**-a letter from the Head of Department or Finance Officer** to verify that you have no external funding streams that can support attendance of meetings, conferences, workshops, practical courses, PI laboratory management courses and courses to re-train.

**-a copy of the registration receipt, travel and accommodation costs (if available at the time of application)**

***Incomplete applications will not be considered.***

*> If proof of payment for ALL costs claimed is available at the time of application, successful applicants will be awarded a grant in advance of the meeting*

*> If proof of payment for ALL costs is not available at the time of application, successful applicants will be awarded a provisional grant and funds will be sent when BSCB have received the receipts.*

Awards are discretionary and subject to available funds