**Algae-UK Training and Conference Funding Application Form**

Please read the document “Algae-UK BBSRC NIBB Training and Conference Funding: Guidelines” before completing this form.

**Please complete this form using Arial 10 point throughout. DO NOT EXCEED 2 PAGES.**

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| **1a. Details of applicant** |
| **Title** (published) |  |
| **First name** (published) |  |
| **Last name** (published) |  |
| **University/Employer** (published) |  |
| **Current position** |  |
| **Email** |  |
| **Postal address** |  |
| **1b. Details of person benefitting from award (*if different from above*)** |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **University/Employer** |  |
| **Current position** |  |
| **Email** |  |
| **Postal address** |  |

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| **2: Event details** |
| **Name of event** (published) | *Please also provide a website link where possible* |
| **Type** (e.g. conference) |  |
| **Date** |  |
| **Location** |  |
| **Participation in event** | If attending a conference, are you presenting a talk or poster? |
| *Please state whether presenting a talk or poster, and give the title* |
| Other role in event (e.g. chair, panel member, or trainee at training event) |
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| **3: Funding details** |
| **Event fee** (if applicable) | £ |
| **Travel costs** *Standard class; please list individual journeys* | £ |
| **Accommodation***Name of accommodation, cost per night and number of nights* | £ |
| **Total funding requested** | £ |
| **4: Case for support** |
| *Please state the expected benefits from attending this event (e.g. to your own research or research group, organisation, professional development) and how the event relates to the scope of Algae-UK. Please also give details of other funding sought/obtained and explain why you need funds specifically from Algae-UK.* |
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| **5: Applicant declaration** |
| I am eligible to receive BBSRC funding | Yes/No |
| I am (and the person I am applying on behalf of is) a member of Algae-UK | Yes/No |
| CV of applicant (or CV of person applicant is applying on behalf of) is attached | Yes/No |
| I have provided details of other sources of funding sought/obtained to pay for this event | Yes/No |
| I acknowledge that funds are paid in arrears and proof of purchase is required for reimbursement | Yes/No |
| I acknowledge that I will need to submit a short report to Algae-UK following the event  | Yes/No |
| I acknowledge that details of this award (including names, description of award and report) may be published by Algae-UK or BBSRC | Yes/No |

**Please return completed form and accompanying documents as a single pdf file to** **info@algae-uk.org.uk**