# Algae-UK, a BBSRC NIBB

# Training & Conference Funding: Guidelines

**Please read this document before completing the application form.**

## Introduction

Algae-UK has funds available over the duration of the network to facilitate attendance of UK-based members at conferences or training events. Members may apply to use these funds to attend events that are within the remit of Algae-UK. The funding should have an impact on the network objectives and the wider algal community. The maximum amount of funding that can be allocated is **£250** for an event in the UK and **£750** for an international event; funds can be used to cover travel and accommodation expenses and registration fees.

## Eligibility

Funds are available to **UK-based Algae-UK members** who meet the eligibility criteria in section 3 of the BBSRC Research Grants guide ([http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx](http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx)).

Please note the following criteria:

- Applications may be made by a BBSRC-eligible member on behalf of an individual who does not meet BBSRC eligibility criteria, as long as the person who will benefit from the funding (the named recipient) is also a member of Algae-UK (e.g. a PI who is BBSRC eligible may apply on behalf of a postdoctoral researcher, both of whom are Algae-UK members).
- PhD students may not benefit from these funds, as PhD stipends contain funds to cover these activities.
- Technicians and Masters students may benefit if there is no other source of funding available.
- Participation at conferences is required in the form of speaker, poster presenter, session chair or panel member.
- Awards are limited to one per applicant (or named recipient) per year, whether for a UK-based or international event.

## Funding calls

The cut-off time for accepting applications is **6 weeks** before the **start date** of the event. Where this falls on a weekend or Bank Holiday, the application must be received by 17:00hrs the **previous** working day in order to be considered.

## Application process

Applications should be made by completing the Training & Conference Funding application form provided on the Algae-UK website, along with a CV (maximum 2 pages) of the person who would receive the funding. These should be sent as a **single** pdf file to info@algae-uk.org.uk.

## Evaluation process

A funding evaluation panel comprised of three members of the Algae-UK Executive Group (EG) and/or Management Board (MB) will review applications. Any member of the evaluation panel who has a conflict of interest must recuse him/herself from the review process and an alternative panellist will be selected.

Examples of a conflict of interest include:

- employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicant(s)
- Working closely with the applicant(s), for example as a co-author or PhD supervisor, or has worked closely in the last 4 years
- Holding a current position on the governing body of or an honorary position within the institution(s) of the applicant(s)
- In receipt of personal remuneration in excess of £5,000 per annum from the applicant's organisation
- Personal/family relationship with the applicant(s)

It is expected that applicants will be notified of the outcome of their application within **14 days** of the Network Manager confirming receipt of the application.

## Administration and reporting

Following the event, the applicant (or named recipient of the award) is required to submit a short report describing the benefits resulting from attending the event. The report summary may be published in part or in whole by Algae-UK or BBSRC.

## Payment of awards

Funds will be transferred **in arrears** from University College London to the applicant (or named recipient of the award), upon receiving the following documentation:

- Confirmation of registration/attendance
- Proof of participation (at conferences - e.g. acceptance of abstract)
- **Original receipts** for costs incurred and completed UCL expenses form (available from [email address])
- Report describing the benefits resulting from attending the event

Costs up to the amount of funding requested in the application, or the maximum amount of funding allowed will be reimbursed; any exceeding costs will not be reimbursed. Funds must be claimed within three months of the event.

## Data protection

Applications will be treated as confidential and used only for the purposes of determining whether funding will be approved and for monitoring Algae-UK funds.

Applications will be distributed to the evaluation panel, and the information provided used for the purposes of assessing the application in the funding award process. Details of the award, specifically the name of the awardee, the organisation, the event attended and the public summary from the final report, may be published by Algae-UK.

Since Algae-UK funding comes from the BBSRC, in order to meet the Research Councils' obligations for public accountability and the dissemination of information, the above details may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

## Contact details

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