

Application for BSPP Travel Award



Note: You may need to change a security setting to use this form in MS-Word 2007. If there's a Security Warning at the top of the page saying "Some active content has been disabled", click the Options button then "Enable this content".

Press the Tab key to move through the fields on the form.

BSPP Membership type (tick one): <input type="checkbox"/> Full <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed Member from: <i>(month and year)</i> <i>Important note: You must have been a member of BSPP for at least one full year by the time the conference or visit supported by the Travel Award for which you are applying takes place.</i>
Name: Place of work: Address: Email: Telephone:
Supervisor / Head of Department: Department website:
Subject of your research:
Title of conference and sponsoring body, or Details of visit: <i>Please include relevant information e.g. addresses of conference website, web pages with information about costs, information about study tour and visits to be made, etc.</i>
Reasons for attending conference or making visit: <i>(maximum 300 words approximately)</i>
Title of presentation:
Type of presentation: <input type="checkbox"/> Oral <input type="checkbox"/> Poster <input type="checkbox"/> Other <input type="checkbox"/> Invited <input type="checkbox"/> Offered <i>If 'Other', please explain:</i>
If you are applying for a Travel Award to attend a conference, please attach your abstract(s) to your email when you submit this form (PDF preferred, Word 2003/2007 accepted)
Costs in UK pounds: Registration fee Currency converter Travel <i>(most economical fare)</i> Meals and accommodation Other <i>(explain briefly below)</i>

TOTAL

£0.00

Please list other sources of funding (a) available and (b) applied for

a)

b)

Previous BSPP Awards: please list all previous awards from any of the BSPP award schemes with dates

Declaration by applicant:

In submitting this application, the person named above as a BSPP member certifies that he or she will be incurring the expenses specified by attending this conference or making this visit and that funds available from other sources will cover the amount not being contributed by BSPP.

Date:

Endorsement by Supervisor or Head of Department:

Please ask your supervisor (if you are a student) or your head of department to write an endorsement of your application. He or she must state:

- How you will benefit from this conference or visit and
- Why full funding for the conference or visit is not available from your institution.

This endorsement must be sent by email to the chairman of the BSPP Travel Awards Committee: vicepresident@bspp.org.uk. It must be sent by your supervisor or head of department personally, not by you. It must arrive no later than the relevant deadline for submission of applications (see below); late submission will mean that your application will not be considered.

Submission of application:

This application must be submitted by email to the Vice-President of BSPP, who chairs the Travel Awards Committee: vicepresident@bspp.org.uk. The form must be completed in full; an incomplete form will lead to an automatic rejection of your application. A paper copy of the application is not required.

There are four deadlines for submission each year: the last day of February, 31st May, 31st August and 30th November. Your application must be submitted no later than the deadline between 3 and 6 months before the conference or visit takes place. The Travel Awards Committee will endeavour to respond to your application within 14 days of the deadline.