|  |  |
| --- | --- |
| **BiochemicalEngSIG_CMYK_HRBiochemical Engineering Special Interest Group**  **Student Bursary Application Form** | |
| Full Name:  Address:  Telephone No.:  Email\*: |  |
| Proposed Meeting\*:  Location of Meeting\*:  Date of Meeting\*:  Purpose\*, \*\*: Presenting Paper / Displaying Poster / Attending Only  Other (please continue below) | |
| Are you a member of the Biochemical Engineering Subject Group?\*, \*\*: Yes / No  If Yes, for how long have you been a member?\*: | |
| Affiliation\*:  Department\*:  Address of your affiliated institution\*:  Position\* (PhD, postdoctoral researcher):  Explain your reasons for attending the meeting proposed above (***relevant abstracts or papers should be attached***) and outline how attending will impact your professional development **(500 words maximum)**.  Please note that this section can be used as a differentiator between multiple/similar applications: | |
| *\*mandatory answers*  *\*\*delete those not applicable Updated June 2023* | |

**Eligibility:**

1. You must be an early career researcher (PhD, postdoctoral researcher in their first position).
2. You must be affiliated with a Higher Education Institution.
3. You must be a member of BESIG (the longer the better).
4. You have been accepted to a relevant conference to present your work as a poster or presentation.
5. You haven’t been awarded a BESIG bursary in the past year.

**Application:**

In your application, you must include the following:

1. A letter by a separate email from your supervisor /PI, confirming your suitability to attend the conference/meeting, your status as a PhD student or a postdoctoral researcher in your first position, your affiliation and if their support (headed paper is viewed more favourably).
2. The relevant abstract or paper accepted to your conference/meeting of choice stated in this application.
3. This form.

The complete applications are to be sent to **Dr Petra Hanga, email:** [***m.hanga@ucl.ac.uk***](mailto:m.hanga@ucl.ac.uk)**.**

Address: Department of Biochemical Engineering, University College London, Gower Street, London, WC1E 6BT

**Other notes for applicants:**

1. Bursaries are awarded competitively to cover the cost of registration, travel or accommodation only.
2. Bursaries are awarded up to a maximum value of £250 (meetings in the UK), £500 (European meetings) or £750 (meetings outside Europe).
3. Applications are reviewed at the end of every odd month. Application deadlines are at the end of January, March, May, July, September, and November. The applications will be reviewed within four weeks.
4. Awards are not retrospective; please make sure that the conference doesn’t start before your application can be processed.
5. The decision of the BESIG committee is final.

**What happens post-award?**

1. Successful applicants are required to include the BESIG logo on their poster or presentation in acknowledgement of the BESIG's support.
2. Payment can only be authorised after the event and will only be made against receipts for the items listed above.
3. A conference report shall be submitted by the participant together with the claim for expenses. The report should be 500-1000 words long and cover the key papers presented at the meeting, the relevance of the meeting to the participant’s own work and any other points of interest. The report may be published in the BESIG Newsletter. Photos are also accepted.
4. Applicants can be invited to publish their paper on the BESIG website.