## Conference / training course award for non-medical staff and early career researchers (≤ £1k)

Please use Arial 11 font or Aptos 11 font and return the completed application to:

Prof. P. I. Murray, Chair, Roper-Hall Eye Foundation ([p.i.murray@bham.ac.uk](mailto:p.i.murray@bham.ac.uk)).

***It is essential that you read the Guidance Notes at the end of the document.***

## applicant details

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Current post(s) |  |
| Email address |  |
|  |  |
| Total funding requested (£) |  |

**Please complete:**

**Section A1** if presenting at a conference

**Section A2** if only attending a conference

**Section B** if attending a training course

**Section C** should be completed by all applicants

## section a1

Complete this section if presenting at a conference. To be eligible for an award the applicant must be the 1st author and if it is an oral presentation must deliver the talk.

***An electronic copy of the official email stating that the abstract has been accepted for presentation at the conference MUST accompany this application***

## Conference details

|  |  |
| --- | --- |
| Name of conference |  |
| Conference venue address |  |
| Date(s) of conference |  |

## presentation details

|  |  |
| --- | --- |
| Title of presentation |  |
| Poster or Oral presentation |  |
| List of authors |  |

## abstract

|  |
| --- |
| **Cut and paste your accepted Abstract here** |
|  |

## section a2

Complete this section if attending, but not presenting, at a conference. ***Only the cost of conference registration will be considered***

## Conference details

|  |  |
| --- | --- |
| Name of conference |  |
| Conference venue address |  |
| Date(s) of conference |  |

## JUSTIFICATION FOR ATTENDING

|  |
| --- |
| **Outline the reasons why you need to attend this conference** [max. 250 words] |
|  |

## section b

Complete this section if attending a training course. ***An electronic copy of the official email stating acceptance on the training course MUST accompany this application***

## training course details

|  |  |
| --- | --- |
| Name of course |  |
| Course venue address |  |
| Date(s) of conference |  |

## JUSTIFICATION FOR ATTENDING

|  |
| --- |
| **Outline the reasons why you need to attend this training course** [max. 250 words] |
|  |

## part c

## provisional costs

|  |  |
| --- | --- |
| Please include details of registration, travel and accommodation costs (please keep your receipts!) Max. allowable £1000 – please see Guidance Notes | |
| **Description** [add lines as required] | Total (£) |
|  |  |
|  |  |
|  |  |
| **Grand total** |  |

## GUIdance notes

1. Open to all non-medical applicants e.g. allied health professionals, nursing staff, early-career research staff where funding cannot be obtained from another source.
2. Funding is normally for travel (see below), accommodation (see below), registration to attend a national or international conference or training course **up to a value of ≤£1k**.
3. Applications will be considered if attending, but not presenting at, a conference but ONLY the cost of registration will be covered.
4. Subsistence costs will not be funded.
5. It is unlikely that any application will be considered retrospectively.
6. Normally an applicant can only apply once a year.
7. If the application is successful, the money will be paid direct to the applicant once the Roper-Hall Eye Foundation has received the receipts.
8. The Roper-Hall Eye Foundation must be acknowledged in any presentations and publications emanating from this funding.
9. A short report will be required 6-months after the funding has been awarded.

**Permitted Travel and Accommodation Expenses:**

**Standard travel/accommodation expense reimbursement**

***UK Travel***

* Car single rate 30p/mile.
* Standard class rail/coach tickets purchased in advance.
* National travel by air (economy class) purchased in advance is permitted if it can be demonstrated it is the most appropriate and reasonable form of transport.

***International Travel***

* Economy class air fare purchased in advance.
* Standard/economy class rail/coach tickets, if possible purchased in advance.
* Car Rental (compact/economy) is permitted if it can be demonstrated it is the most appropriate and reasonable form of transport.

***Accommodation***

* Up to £120 per night.