

Early Career Researchers Fund

 **Application form**

The Institute of Physics supports and champions careers for physicists in industry and academia by providing opportunities for them to broaden their professional development and maximise their potential, particularly in their early-career. To this aim, financial support is available for Early Career Researchers to attend international meetings and visit international facilities. Bursaries up to the value of £300 are available.

Applications may be submitted at any time but are considered on a quarterly basis. Applications should reach the Institute by: 1 March, 1 June, 1 September or 1 December. A decision will be made within eight weeks of the closing date. The deadline chosen must be at least three months before your event. We strongly recommend that you submit your application early.

Please contact **supportandgrants@iop.org** if you have any queries.

1. **Personal details**

|  |  |
| --- | --- |
| **Name (including title)** |  |
| **Academic qualifications** |  |
| **Home address** |  Postcode: |
| **Email address** |  |
| **Type** | Industry [ ]  Academia [ ]  |
| **Name and address of company/university where you are currently working** |  Postcode: |
| **Please add a short statement detailing the primary function of your role at your organisation and the research and/or the application of physics you are currently working on** |  |
| **Start date of first paid contract[[1]](#footnote-1)** |  |
| **IOP membership number** |  |
| **IOP membership category** |  |
| **List the IOP groups of which you are a member and highlight the group most relevant for reviewing your application.[[2]](#footnote-2)** |  |

**2. Event/meeting details**

|  |  |
| --- | --- |
| **Name of event/meeting** |  |
| **Place of event/meeting** |  |
| **Type of event/meeting** |  |
| **Date of event/meeting (start and end date)** |  |
| **Purpose of visit** |  |
| **URL of event/meeting**  |  |

Please also include a copy of the event programme (if available)

**3. Financial details**

|  |  |  |
| --- | --- | --- |
| **Estimated expenditure** | Registration feeTravel CostsAccommodation Subsistence**Total** | ££££**£** |
| **Additional sources of funding being sought\*** | Please state from whom and how much |
| **Amount requested from IOP** | £ |

\* Early Career Researchers in Industry must secure funding from their employer or a third party to match the value of the bursary. Grants will normally cover only part of the expenses incurred in attending a conference or visiting a facility and are intended to supplement grants from other sources.

**4. Previous support received from the Institute of Physics**

**Have you received a previous grant from the IOP?**  Yes[ ]  No [ ]

|  |
| --- |
| If yes please give amount and details: |

**5. Supporting material**

|  |  |
| --- | --- |
| **Name of manager** |  |
| **Manager’s job title** |  |
| **Letter of support attached?** | Yes [ ]  No [ ]  |

The letter of support from your manager should be on letterhead paper and include comments on the start date of your employment contract, status, importance and relevance of the event/meeting, as well as the merits of the candidate. This should be no more than one side of A4. Note that applications will not be considered without a letter of support.

**6. Additional information**

Please add any further information that might be relevant to your application including any exceptional circumstances that you would like to be considered.

|  |
| --- |
|  |

**7. Data Protection**

The information you provide on this form will be held by the Institute of Physics (IOP) and used for the purposes of administering the Early Career Researchers Fund. In order to evaluate your application, your information will be shared with IOP Group Officers, who are informed that they may only use this data for the evaluation. For further information please refer to our privacy policy <http://www.iop.org/privacy/index.html>

**8. I confirm that the above details are correct**

**I confirm that the above details are correct. I also acknowledge that returning the form by email shall be regarded as confirmation that all the above details are correct, even where I have not signed the form.**

**Signature** **Date**

(If submitting by email please type your name or add a scanned signature)

**Please return the form to:**

Email: supportandgrants@iop.org

Post: Science and Innovation Coordinator, Institute of Physics, 37 Caledonian Road, London, N1 9BU**Guidance Notes**

**Please read before completing your application**

The Institute of Physics (IOP) handles the application process but it is the relevant IOP group that makes the decision on whether to award the bursary and its value.

**Submitting an application**

Applications are considered on a quarterly basis. Applications should reach the Institute by

1 March, 1 June, 1 September or 1 December.

A decision will be made within eight weeks of the closing date so the deadline chosen should be at least three months before your event, for example, for a conference/visit taking place in October your application should be submitted by the 1 June deadline. We strongly recommend that you submit your application as early as possible, it is not necessary to wait until you know the outcome of any abstracts submitted before submitting an application – you can update this information after we have received your application form. Late applications, i.e. where the conference/visit is less than 3 months away, may be considered at our discretion. If the event is due to take place within three months please be aware that you may not know the outcome of your application until you return – the bursary cannot be guaranteed.

**Am I eligible?**

Bursaries will be available only to Early Career Researchers who have joined the IOP as ‘[Member](http://www.iop.org/membership/join/member/page_51409.html)’. IOP members are not eligible for this fund.

An Early Career Researcher is defined as an individual within three years of beginning their first paid contract of employment in industry or academia, either full-time or part-time, where research and/or the application of physics is the primary function of their role.

Eligible applicants must be a member of at least one of the special interest Groups. Any application must show the relevance to the Group in which the Early Career Researcher is a member. Information about our groups can be found at <http://www.iop.org/activity/groups/>. If you feel that there is no appropriate group for you to join please contact supportandgrants@iop.org

**What is the bursary worth?**

Early Career Researchers may apply for up to £300 during their first three years in paid employment. An application for a lesser amount can be made more than once; for example candidates may request the full amount or decide to request a smaller amount and then apply for funding again for another conference/visit at a later stage.

Groups have limited funds to award bursaries and so applicants may not receive the full amount they requested.  If the full amount is not awarded, applicants may apply again to receive further support for a different conference/visit until they reach £300 overall.

**Payment**

All recipients of grants are required to produce a report on their return from the conference/visit. This report may be published on the IOP website, IOP blog, IOP social media channels and/or in group newsletters. The successful applicants will receive their bursary after they have attended the event/meeting and once the report has been received. The report must be submitted within one month on returning from the conference/visit.

The report should include the following:

* any highlights of the meeting/visit e.g. particular guest speakers, discussion sessions of interest
* any benefits you think you have obtained from attending
* any other information which you think may make relevant and interesting reading to non-attendees
* whether you thought the event/meeting was a success

**Travel risks**

Bursaries are paid as a reimbursement of expenses properly incurred. Any travel is undertaken at the sole risk of the bursary recipient. The IOP has no liability in the event that travel is not possible, or is curtailed, or if the event you are attending is cancelled, postponed or abandoned, whether due to COVID-19 rules and restrictions, or any other reason. If you do not undertake your booked travel, the IOP reserves the right not to pay the bursary.

Recipients of bursaries should ensure that they have adequate travel insurance to cover situations where they are unable to travel, or have to change their travel plans, due to COVID-19 rules and restrictions, or due to any other reasons, and are therefore able to reclaim any expenses.

The IOP recommends that the risk of COVID-19 and other risks at all destinations, including transit countries, should be considered alongside the risks during the travel itself when deciding whether to apply for a bursary.

Latest government information on COVID-19:

* [**UK government**](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)
* [**Irish government**](https://www2.hse.ie/conditions/covid19/?referrer=http://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/)

NHS [**advice on how to stay safe and check your symptoms**](https://111.nhs.uk/covid-19).

**Contact us**

If you have any queries about the fund, if you are unsure as to your eligibility or how to complete the application form please contact the Science and Innovation Coordinator at supportandgrants@iop.org or by calling +44 (0)20 7470 4800.

1. The event/meeting will need to occur within the first three years of beginning your first paid contract of employment in industry or academia. [↑](#footnote-ref-1)
2. If unsure which group(s) you are a member of, please log in to **MyIOP** or contact membership@iop.org. [↑](#footnote-ref-2)