IOP london (black 8cm)

Research Student Conference Fund

**Application form**

The Institute of Physics provides support to students to contribute toward attendance at conferences through the Research Student Conference Fund (RSCF).Students may apply to receive up to £300 from the RSCF during the course of their PhD.

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**](mailto:supportandgrants@iop.org) if you have any queries.

1. **Personal details**

|  |  |
| --- | --- |
| **Name (including title)** |  |
| **Academic qualifications** |  |
| **Home address** | Postcode: |
| **Email address** |  |
| **Name and address of institution where you are currently working** | Postcode: |
| **Please add a short statement that describes your research** |  |
| **Number of years into PhD research** |  |
| **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.\*\*** |  |

\*If unsure which group(s) you are a member of, please log in to **MyIOP** or contact [membership@iop.org](mailto:membership@iop.org)

**2. Event details**

|  |  |
| --- | --- |
| **Name of event** |  |
| **Place of event** |  |
| **Date of event (start and end date)** |  |
| **Have you submitted an abstract?** | Yes  No |
| **Are you giving a talk?** | Yes  No  Don’t know |
| **Are you presenting a poster?** | Yes  No  Don’t know |
| **URL where information about the event is available** |  |

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

**3. Financial details**

|  |  |  |
| --- | --- | --- |
| **Estimated expenditure** | Registration fee  Travel Costs  Accommodation  Subsistence  **Total** | £  £  £  £  **£** |
| **Additional sources of funding being sought** | Please state from whom and how much | |
| **Amount requested from IOP** | £ | |

**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**

Please attach a letter of support from your supervisor. This letter should be on letterhead paper and include comments on the status, importance and relevance of the conference, symposium, etc, 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.

|  |  |
| --- | --- |
| **Name of supervisor** |  |
| **Supervisor’s job title** |  |
| **Letter of support attached?** | Yes  No |

**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 Research Student Conference 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](mailto:supportandgrants@iop.org)

Post: Support and Grants, 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 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 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 research students who have joined the IOP as ‘[Member](http://www.iop.org/membership/join/member/page_51409.html)’. This scheme does not aim to support post-doctoral researchers or taught masters students. IOPimembers are not eligible for this fund.

Applicants should also be a member of an appropriate Institute group. For example, if an applicant was a member of the Women in Physics Group only then they could only seek support to attend a conference related to women in physics and not to low temperature physics. To be eligible for that meeting, the applicant would also need to be a member of the Low Temperature Group.

Information about our groups can be found at [iop.org/activity/groups/index.html](http://www.iop.org/activity/groups/index.html). If you feel that there is no appropriate group for you to join please contact [supportandgrants@iop.org](mailto:supportandgrants@iop.org)

The RSCF aims primarily to fund conference attendance. Workshops, summer placements and courses will be considered but priority may be given to support conferences. Students need not be presenting a paper or be making an oral or poster presentation, but priority may be given to students who intend to do so.

**What is the bursary worth?**

Students may apply for up to £300 during the course of their PhD. Students may apply for a lesser amount more than once; for example they may request the full amount or decide to request a smaller amount and then apply for funding again for another conference at a later stage.

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

**Payment**

All recipients of grants are required to produce a report on their return from the conference. This report may be published on the IOP website, IOP blog, IOP social media channels and/or in group newsletters. This report should include the following:

* any highlights of the conference 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 conference was a success

If successful, the bursary will be paid after you have attended the event and once the meeting report has been received.

**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 & Innovation Coordinator at [supportandgrants@iop.org](mailto:supportandgrants@iop.org) or by calling +44 (0)20 7470 4800.