|  |  |  |
| --- | --- | --- |
|  |   | Text  Description automatically generated with medium confidence |

|  |
| --- |
|  **INSPIRE CONFERENCE / SYMPOSIUM SUPPORT FUNDING****The Queen’s University of Belfast (the Lead) and University of Ulster (Collaborator) have been awarded funds from the Academy of Medical Sciences INSPIRE Scheme, supported by the Wellcome Trust to host student engagement events and activities for Clinical Academic Medicine.****We are now inviting applications from QUB applicants for INSPIRE conference / symposium support funding which are intended to offer financial support to Undergraduate medical and dental students wishing to present their work at national or international conferences. 20 grants of up to £250 are available.**  |
| APPLICATION FORM |
| NOTES OF GUIDANCE1. Retrospective applications which would have been eligible for a previous funding round will not be considered.
2. One signed electronic copy of the application must be submitted.
3. This form must be completed in full and be signed off by the appropriate Project Supervisor with a supporting statement.
4. Only one application per academic year (August to July) for any individual will be considered for travel to present work at a conference or meeting.
5. Membership fees will not be supported by the Committee.
6. The INSPIRE scholarship committee will prioritise applications from Research/Education Centres and award funding as appropriate.
7. Applications should be emailed to pgoffice.smdb@qub.ac.uk 4pm, Tuesday 3 December 2024.
8. Please read the [full guidance Policy](#_Guidance_Notes) carefully before completing this form.

  |
|  |
| Student Name: |  | Student Number: |  |
| Please indicate if you are a: | Medical student [x]  or  | Dental student [ ]  |
| Year of Study: |  |  |
| To be completed by students who are currently intercalating.  | Intercalated Degree:  |  |
| Place of study of intercalated degree: |  |
|  |
| Title of Conference/Meeting: |  |
| Conference Destination:   |  |
| Registration Fee:  |  | Date of Visit:  |  |
| Travel Cost:(NB: Only ‘Economy’ airfare, 2nd Class train or coach, 1st Class boat) |  |
| Subsistance Requested: (Please state number of days/overnight – refer to the Guidance policy for rates)  |  |
| Total Amount of Request in GBP:  |  |
|  |
| Summary of Purpose for which scholarship is requested: |
|  |
| Has your Abstract/Work been Accepted for Presentation?(Please note a copy of your abstract Must be attached) | Yes /No/Pending(if Pending please state when you are likely to received the outcome of this) |
| Other Sources of Funding Applied for:(Please indicate other sources applied to and amount of funding support applied for, or if entitlement from these sources has been used. If no other source available, please indicate). |
|  |
|  |
| **Signature of Applicant:** |  |
| **Print Name in Block Capitals:**  |  |
| **Date:**  |  |
| NB: by signing this form you are stating that you have not previously applied for support from the School of Medicine, Dentistry and Biomedical Sciences Scholarships during the current academic year. |
|  |
| **Supporting Statement / Recommendation by Research/Education Supervisor:** |
|  |
| **Signature of Supervisor:** |  |
| **Print Name in Block Capitals:**  |  |
| **Date:**  |  |
| NB: This form will be circulated to members of the INSPIRE Scholarships Committee. Following the meeting, your application will be retained in the School Office for approximately 3 years. The Minutes of the meetings which include summaries of the applications received will be held for approximately 10 years. Successful applications will be reported to the University’s Scholarships & Awards Group |

# [Guidance Policy](#_top)

## 1. Purpose

The Queen’s University of Belfast (The Lead) have been awarded funds from the Academy of Medical Sciences INSPIRE Scheme, supported by the Wellcome Trust (the “Funder”) to host student engagement events and activities for Clinical Academic Medicine.

20 grants of up to £250 are available which are intended to offer financial support to undergraduate medical and dental students wishing to present their work at national and international conferences.

## 2. Eligibility

At the time of application, you must be:

1. a student currently registered as a medical or dental student at Queen’s University of Belfast.

 and be

1. the presenting author of a paper / poster or running a workshop at a Conference / Symposium (acceptance of the abstract is desirable at the time of application).

## 3. Regulations

1. Applications should be submitted using the form available from the Postgraduate & Professional Development Office (pgoffice.smdb@qub.ac.uk) by the specified dates prior to the INSPIRE Scholarships Committee meeting and prior to the date of the conference. The deadlines for receipt of applications are:
	* Tuesday 14 May 2024, 4pm
	* Tuesday 3 December 2024, 4pm
	* Thursday 27 February 2025, 4pm

**Retrospective applications which would have been eligible for a previous funding round will not be considered. The conference attendance should be imminent or have occurred after the last funding deadline.**

1. The School Scholarships Committee meetings will normally be held within two weeks following each deadline. Applicants will receive written confirmation of the outcome of their application within 10 working days of the Committee meeting.
2. Only one application per academic year (1 August – 31 July) for any individual will be considered to present work at a conference or meeting.
3. **One electronic copy** of the application form should be submitted, together with a copy of the abstract and supporting documentation. Acceptance of an abstract is desirable at the time of application, otherwise funds can be recommended but will not be released until this is received.
4. Please note that funding is not guaranteed and each application will be considered on its own merit; in the case that funding for the remainder of the academic year is limited, the INSPIRE Scholarships Committee will apply additional criteria. In the event of there being no suitable applications of sufficient merit, the Committee may not make an award in the current round.

## 3. Costs

1. 20 grants of £250 are available to support conference registration fees, travel and subsistence and are intended to offer financial support to encourage undergraduate medical and dental students to present their work at national and international conferences.
2. Applicants must provide a full breakdown of all relevant estimated expenses, justifying costs and providing quotations as appropriate. Estimates must be based on the most cost effective accommodation and fares.
3. Advantage should be taken of ‘Early Bird’ registration rates if available and therefore timely applications are recommended.

1. Membership Fees, conference dinners, satellite visits and events incidental to the main conference programme will not be funded.

1. If foreign currency is used, the exchange rate and sterling value must be specified.

1. Applicants should be as accurate as possible in estimating costs as the maximum award will be based on the estimated costs in the application (within the maximum rate available (see vii).

1. It is not possible to provide advance payment of any funding awarded under these scholarships. Payment of the award will only be released on production of the claim form, accompanied by receipts. Further details will be provided in the award letter. If the actual costs incurred are lower than those estimated and awarded, the actual amount spent is all that will be paid.
2. The following maximum subsistence allowances and receipted hotel accommodation will be paid (where meals/accommodation is not included in the Conference Registration/Package costed separately):

# Day Subsistence

More than 5 hours £5.00

More than 10 hours £10.00

More than 15 hours (extending beyond 8pm, and including dinner) £25.00

# Overnight Subsistence

Where an overnight stay is necessary, an overnight subsistence allowance of £25 may be claimed, in addition to accommodation costs, to cover lunch and an evening meal (where these are not included in the Conference Registration/Package). Where an overnight allowance is claimed you may not claim the day subsistence allowances referred to above, nor any additional receipted meal or incidental costs.

**4. Privacy Notice**

All Clinical Academic Medicine activities funded by the Academic of Medical Sciences INSPIRE Round 6 are covered by this [privacy notice](https://www.qub.ac.uk/schools/mdbs/Study/ClinicalAcademicTraining/Filestore/Filetoupload%2C1733638%2Cen.pdf).