

**School of Medical and Dental Sciences  
Conference Fund for Clinical Students  
Supported by the Sir Arthur Thomson Charitable Trust**

**APPLICATION FORM**

This fund has been established to assist undergraduate clinical students (MBChB and BDS) to attend national and international conferences when presenting their own research. Money is available towards registration fees, travel and accommodation.

**Details:**

Applications are invited from MBChB and BDS students from the University of Birmingham. Applications are welcome from students presenting research that they have completed whilst enrolled as an undergraduate including work carried out as part of the curriculum and research carried out during vacation and elective experiences.

The application will require the signature of the research supervisor confirming that the student has contributed extensively to work being presented, that the conference is of a national or international standard and that the student is the presenting author. Detailed information regarding the estimated costs will be required. If the conference is taking place in term time confirmation from the programme agreeing to allow the student to attend the conference is also required. After attending the conference students may be required to present their work and details of the experience gained to their peers and/or submit a brief reflective report detailing the experience.

Preference will be given to students who have not applied previously for funding, but students are able to apply more than once during their undergraduate programme. Students must be current students at the time of application.

Only one submission per student, per conference is permitted, and one submission only of any single piece of work (ie. The same abstract cannot be used to seek funding for multiple events).

Only one presenting author per abstract can submit an application. Where work has more than one student author, only the presenter can apply.

Students can make only one submission to each round of the Conference Fund.

**Value:**

Up to a maximum of **£500** will be available per application

**Closing date: There will be two closing dates for the 2019 Scheme; Friday 15<sup>th</sup> March and Friday 13<sup>th</sup> September 2019.**

**Students may submit applications retrospectively if a decision has been made to attend a conference which does not enable application prior to attendance.**

**Incomplete applications will not be considered.**

**SECTION 1**

**To be completed by student**

**Please attach a copy of your CV to include all programme exam results and any prizes to date, information about prior or intercalated degrees and current career aspirations**

Name and title of applicant (student) .....

Student I.D. no.....

Email address .....

Name of degree course (MBChB/graduate entry MBChB/BDS) .....

Start date of degree course .....

Current year of study .....

Details of Conference.....

Date of Conference.....

If this is a prospective application, does this date fall during your term time? Yes / No / Retrospective

*If yes and in term time please provide evidence of agreement from your programme permitting you to attend the conference. **Your application cannot be considered without this confirmation.***

Estimated Costs:

Registration Fee.....

Travel.....

Accommodation.....

Has the abstract already been accepted for the conference? Yes / No

Is your presentation: Oral / Poster (Oral) / Poster (Unmanned) – see below

If you are submitting a poster where you do not need to be present, what do you hope to gain from the Conference?

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Please provide evidence that the abstract has been accepted with this application. If the abstract has not been accepted any offer of funding will be conditional upon presentation of this evidence.

If the abstract has already been submitted please submit a copy of this EXACTLY as submitted to the conference. If not please write a 250 word abstract outlining your research. Authors names **MUST** be included.

Name and contact details of Research supervisor:

Supervisor .....

Institution .....

Address .....

Email.....

**Successful applicants will be required to submit a brief report (approx. 500 words) on their experience and MUST provide evidence of actual attendance at the conference. Accepting funding is taken as agreement of this undertaking.**

**PLEASE SEND THIS APPLICATION FORM WITH SECTION ONE COMPLETED TO THE RESEARCH SUPERVISOR FOR COMPLETION**

**SECTION 2 –**

**To be completed by the supervisor**

Name of research supervisor: .....

**\*Supervisor – please sign below to confirm that you have reviewed the information presented in section one of this form, that the student has contributed extensively to work being presented and was/will be the presenting author of the research at the named conference. Furthermore you confirm that this work was undertaken in accordance with ethical and legal regulations and represents honest work. Signing below is also confirmation that you believe the conference to be of a national or international standard and that you are happy for the student to attend the conference presenting the work outlined in the abstract above?**

Signature: .....

Position held .....

Are there any other available sources of funding to allow the student to attend and present at this meeting?

YES / NO

If yes please indicate what level of funding may be secured for the student to present this work

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Have you or the student applied to any other source for funding?

YES / NO

If yes please describe funding application, amount requested and likelihood of success. If other funding is possible any award will only be paid once the outcome of such applications is known but this will not affect the likelihood of a positive outcome from this application.

Has the student received previous funding from the Sir Arthur Thomson Trust? YES / NO

If yes please provide details.

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**THE STUDENT MUST NOTIFY THE CONFERENCE FUND IF THEY RECEIVE ANY OTHER FUNDING.**

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**Please submit all parts of the application form electronically, followed by a hard copy signed by the Supervisor.**

Please submit this application to [mbchb-elective-admin@contacts.bham.ac.uk](mailto:mbchb-elective-admin@contacts.bham.ac.uk). (There is no need to submit a paper copy).

**With your application please attach**

- **CV**
- **Confirmation the abstract has been accepted (if appropriate)**
- **Confirmation that any absence from your programme of study has been obtained (if appropriate)**
- **Evidence of estimated costs.**

**Notes to assist the application**

- Applications will be assessed by a panel of senior academics within the College. Assessment will be made primarily on the scientific merit of the research and on the suitability of the student.
- **The Student must notify the conference fund if they receive any other funding.**
- Students will be required to ensure that all visa regulations are complied with and that they have adequate travel and health insurance for the trip.
- The decision of the awards committee is final
- We reserve the right to publish successful student's final reports.
- Incomplete applications will not be considered.