**Travel Bursary Application Form**

**5th Annual Network Meeting**

**4 – 7 November 2024**

**Ho Chi Minh City, Vietnam**

The BactiVac Network are offering travel bursaries of up to **£1,500 GBP** each to support travel costs of attending our [5th Annual Network Meeting](https://www.birmingham.ac.uk/research/immunology-immunotherapy/research/bactivac/meetings-events/5th-annual-network-meeting-2024.aspx). [This scheme](https://www.birmingham.ac.uk/research/immunology-immunotherapy/research/bactivac/travel-bursaries/travel-bursaries.aspx) is open to Early Career Researchers (defined as individuals who do not currently hold a substantive position within their organisation) and any Network member who is based in an organisation within [LMIC countries](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf).\* The Network will typically only support one travel bursary from a single institution and preference will be given to applicants not previously awarded a BactiVac Travel Bursary.

Successful applicants’ information may be displayed on the BactiVac website and used in promotional materials, in accordance with our [Privacy Policy](https://www.birmingham.ac.uk/research/immunology-immunotherapy/research/bactivac/bactivac-privacy-notice.aspx). Applications will be reviewed by the [BactiVac Operations Management Group](https://www.birmingham.ac.uk/documents/college-mds/immunology-immunotherapy/bactivac/about-page/bactivac-terms-of-reference-nomg.pdf) after the submission deadline of **21 April 2024.**

**\**Due to restrictions imposed on BactiVac from our funding bodies, there has been a change of policy from some of the funders which impacts on the ability of the Network to provide any funding to members based within an institution in the People’s Republic of China (China). Consequently, we are unable to accept any application from a Network Member based in China.***

Please note, applicants for a travel bursary must:

* Register to attend the 5th Annual Network Meeting.
* Complete the application form in full.
* Submit an abstract for the meeting.

Full details relating to the payment of travel bursaries are available in our [BactiVac Non-Staff Expense Guidelines](https://www.birmingham.ac.uk/Documents/college-mds/immunology-immunotherapy/bactivac/vietnam-meeting-2024/bactivac-non-staff-expense-guidelines-2024.pdf). Applications will be reviewed by the [BactiVac Network Operations Management Group](http://www.birmingham.ac.uk/documents/college-mds/immunology-immunotherapy/bactivac/about-page/bactivac-terms-of-reference-nomg.pdf) after the submission deadline.

*Please complete each section (must be written in English and where stated, the word limit must be adhered to):*

|  |  |
| --- | --- |
| 1. **Applicant Details**   Please ensure the information you provide below matches your profile on the [BactiVac Members’ Directory.](https://bactivac.bham.ac.uk/) | |
| Surname |  |
| First Name |  |
| Post Held |  |
| Organisation/Institution |  |
| Country your organisation is based in |  |
| Email address |  |
| Telephone number |  |
| Are you based in a LMIC? | ***Any Network member who is based in an organisation within a [country on the DAC list](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf)***  YES / NO |
| Are you an early career researcher (ECR)? | ***An ECR is defined as an individual who does not currently hold a substantive position within their organisation.***  YES / NO |
| Have you received a travel bursary from BactiVac previously? | ***Please note that preference will be given to applicants who have not previously been awarded travel bursaries.***  YES / NO |
| Would you be happy to be filmed for promotional purposes for use on our website and social media channels? | YES / NO |

|  |  |
| --- | --- |
| 1. **Supporting Statement (non-confidential; max 200 words)**   Please outline how attending this meeting will be beneficial to your professional development and career goals, highlighting what you aim to achieve through your attendance. Please be aware that these bursaries are limited and highly competitive. The selection panel will be using this Supporting Statement together with your abstract as the main basis for review. | |
|  | |
| 1. **Costings**   Please provide details of travel costs being requested (in £GBP) and any other sources of funding available to you to support attendance at this meeting – all costs should be listed (miscellaneous/general descriptions are not acceptable). Please note you cannot claim the cost of your registration fee for this event. Full details are available in our [BactiVac Non-Staff Expense Guidelines.](https://www.birmingham.ac.uk/Documents/college-mds/immunology-immunotherapy/bactivac/vietnam-meeting-2024/bactivac-non-staff-expense-guidelines-2024.pdf) | |
| **Item:** | **Expenditure figure:** |
| Air fare (economy class only) | £ |
| Other travel costs – please specify: | £ |
| Accommodation \*Please note that the bed and breakfast single occupancy accommodation for the nights of 4-6 November 2024 (three nights) are included in your registration fee. | £ |
| Visa | £ |
| Subsistence | £ |
| Other – please specify details: | £ |
| **Total sum requested:** | **£** |
| Other sources of funding to support your attendance: |  |
| | 1. **Agreement**   Please tick the box below to confirm that you understand the conditions for this award. | | --- | | **By applying for this travel bursary, I hereby agree to all of the following:**   * If awarded, I understand it is a requirement to attend the **full** conference in November 2024 (full days). * I will fund the necessary arrangements to support my full attendance for reimbursement after attendance. * I have read, understood and will comply the [BactiVac Non-Staff Expense Guidelines.](https://www.birmingham.ac.uk/Documents/college-mds/immunology-immunotherapy/bactivac/vietnam-meeting-2024/bactivac-non-staff-expense-guidelines-2024.pdf) | | |
| 1. **Signed and dated by applicant**   Electronic signatures are acceptable if the application is submitted from the applicant’s e-mail address | |
| Signed: Dated: | |

**Required additional documents -** please include the following documents with your travel bursary application:

* an [abstract submission](https://www.birmingham.ac.uk/research/immunology-immunotherapy/research/bactivac/meetings-events/5th-annual-network-meeting-2024.aspx)
* CV (maximum 2 pages)
* Publications list (maximum 2 pages)
* Letter of Support from Head of Department

PLEASE SELECT THE FOLLOWING BOX IF APPLICABLE:

|  |  |
| --- | --- |
| I HAVE NO PUBLICATIONS TO INCLUDE |  |

**Application submission**

Please submit your application and all accompanying documents including your abstract by **21 April 2024, 23:59 UK time** to: [bactivac@contacts.bham.ac.uk](mailto:bactivac@contacts.bham.ac.uk).

**All application and abstracts forms should be submitted in ‘Word’ format, pdf versions will not be accepted** *(supporting CV, publications list & letter of support can be submitted in pdf format).*

**Notifications**

Successful applicants will be notified w/c 20 May 2024. Written acceptance of the travel bursary will be required as soon as possible and no later than **31 May 2024**, or our offer of a travel bursary will be withdrawn. Applicants must [register to attend](https://shop.bham.ac.uk/conferences-and-events/college-of-medical-dental-sciences/medical-dental-sciences-conferences-events/bactivac-5th-annual-network-meeting-2024) the 5th Annual Network Meeting for which the award is provided as soon as possible and no later than **31 May 2024** or our offer of a travel bursary may be withdrawn. Payment of the travel bursary expenses will be made in arrears in accordance with the [BactiVac Non-Staff Expense Guidelines.](https://www.birmingham.ac.uk/Documents/college-mds/immunology-immunotherapy/bactivac/vietnam-meeting-2024/bactivac-non-staff-expense-guidelines-2024.pdf)

**Key dates**

* Application deadline: 21 April 2024, 23:59 UK time.
* Outcome of application notification: w/c 20 May 2024.
* Written acceptance of the travel bursary is required as soon as possible and no later than **31 May 2024 (otherwise, award will be withdrawn).**
* [Registration is required](https://shop.bham.ac.uk/conferences-and-events/college-of-medical-dental-sciences/medical-dental-sciences-conferences-events/bactivac-5th-annual-network-meeting-2024) for the 5th Annual Network Meeting as soon as possible and no later than **31 May 2024 (otherwise, award will be withdrawn).**

Please note payment of travel bursary expenses will be made in arrears. For full details refer to the [BactiVac Non-Staff Expense Guidelines.](https://www.birmingham.ac.uk/Documents/college-mds/immunology-immunotherapy/bactivac/vietnam-meeting-2024/bactivac-non-staff-expense-guidelines-2024.pdf)

**Useful Resources**

BactiVac [Abstract Application](https://www.birmingham.ac.uk/research/immunology-immunotherapy/research/bactivac/meetings-events/5th-annual-network-meeting-2024.aspx)

BactiVac [Non-Staff Expense Guidelines](https://www.birmingham.ac.uk/Documents/college-mds/immunology-immunotherapy/bactivac/vietnam-meeting-2024/bactivac-non-staff-expense-guidelines-2024.pdf)

BactiVac [Privacy Policy](https://www.birmingham.ac.uk/research/immunology-immunotherapy/research/bactivac/bactivac-privacy-notice.aspx)

BactiVac [Operations Management Group](https://www.birmingham.ac.uk/documents/college-mds/immunology-immunotherapy/bactivac/about-page/bactivac-terms-of-reference-nomg.pdf)

BactiVac [Membership application form](https://www.birmingham.ac.uk/research/activity/immunology-immunotherapy/research/bactivac/application-form.aspx)

List of [LMIC countries](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf) (all countries listed count as LMIC) – ***\*Please note applications for members within China do not meet the eligibility criteria for application***

If you have any queries, please contact: [bactivac@contacts.bham.ac.uk](mailto:bactivac@contacts.bham.ac.uk)