



## Guidance and further information: Student and Trainee Travel grants

### Regulations

1. This IPEM Travel grant is open to the following categories of member who have been an IPEM member for at least 1 year prior to submitting the grant application: i) postgraduate students in Physics or Engineering applied to medicine and biology, ii) healthcare and industrial trainees, including technologist trainees and apprentices.
2. The IPEM Travel grant **is not** intended to fund training electives.
3. The grant provides funds for attendance at a conference or course, relevant to the work of the candidate, in the UK or abroad.
4. The course or conference must be related to physics and engineering applied to medicine and biology.
5. Candidates must complete the application form.
6. Travel should take place within 1 year of the grant.
7. The recipient of the grant will acknowledge financial support from IPEM in any conference presentation they give.
8. Applications can be made at any time.
9. Up to £300 can be applied for.
10. Applicants are restricted to 1 grant.
11. Successful applications will be funded until the budget for that year is used up.

### Application

1. The following costs are allowable; economy travel making full use of advance tickets, accommodation, registration at a conference if relevant. Subsistence costs (meals) are not provided.
2. There is the expectation of **matched (equal) funding** from the host Department or other sources.
3. Complete the form providing the following details
  - Details of the conference or course to be attended.
  - Brief details of the candidates work and of the abstract submitted.
  - An explanation of why attendance will benefit both the candidate and the host department.
  - Signed statement from Head of Department or equivalent that they support attendance
  - Evidence of funding commitment from host department or other sources.
  - Full breakdown of costs with details rather than estimated costs.
  - For conference attendance; an appendix with proof of abstract submission or acceptance if appropriate.
4. The Operations and Governance Officer will receive applications and send to the Professional Knowledge and Innovation Manager to make the decision concerning the grant.
5. IPEM takes the view that it is unacceptable for students and trainees to pay any major shortfall in funding themselves so if successful funding will be released only on condition that evidence can be provided that the majority of the funding has been found from sources other than the candidate's own money.

6. Successful applicants are expected to produce an article for SCOPE within 3 months of the event they are attending.

**Criteria against which the application will be assessed**

1. Has a sufficient case been made that attendance will benefit the candidate and the organisation?
2. Is the host organisation supportive?
3. Is there a commitment to matched (equal) funding from the host organisation?
4. Is the funding justifiable and reasonable?