



## Guidance and further information: Conference and Course Grant

### Regulations

1. The IPEM Conference and Course Grant is open to Full members and Fellows who have been a member for at least 1 year prior to submitting the grant application.
2. The IPEM 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 conference or course must benefit both the candidate and their host department.
5. The conference or course must relate to physics and engineering applied to medicine and biology.
6. Candidates must complete the application form.
7. Travel should take place within 1 year of the grant.
8. The recipient of the grant will acknowledge financial support from IPEM in any conference presentation they give.
9. Applications can be made at any time.
10. Up to £600 can be applied for.
11. Candidates are restricted to a total of 2 grants separated by a minimum of 5 years.
12. Successful applications will be funded until the budget for that year is used up.

### Application

1. Please make sure that you are applying for the correct travel grant:
  - International Centre Travel grant. Up to £3000. Open to full members and fellows. For visits to international centres to bring back expertise to the UK or to set up a research collaboration.
  - This application: Conference and Course grant. Up to £600. Open to Full Members and Fellows. For attendance at a course or conference in the UK or abroad.
  - Student and Trainee Travel grant. Up to £300. Open to postgraduate students, healthcare and industrial trainees. For attendance at a course or conference in the UK or abroad.
2. 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.
3. The candidate should include a robust justification for attendance, such as evidence that an abstract has been submitted or a clear description of the educational/professional development benefit.
4. There is the expectation of matched (equal) funding from the host Department or other sources.
5. Fill in the form providing the following details
  - Details of the conference or course to be attended.

- Brief details of the candidate's work.
  - An explanation of why attendance will benefit the candidate and the host department.
  - Signed statement from Head of Department that they support attendance, that the application benefits the applicant AND the department, and that they detail where the matched funding is coming from (including any external sources).
  - Evidence of funding commitment from host department or other sources.
  - Full breakdown of costs with details rather than estimated costs.
  - For conference attendance; appendices with a copy of the abstract and proof of abstract submission or acceptance.
6. The Operations and Governance Officer will receive applications and send to the Professional Knowledge & Innovation Manager to make the decision concerning the grant.
  7. The Professional Knowledge & Innovation Manager may seek advice from the Prizes & Awards Committee regarding the decision on the grant.
  8. IPEM takes the view that it is unacceptable for applicants to pay any major shortfall in funding themselves, so if successful, funding will be released only on condition that evidence can be presented that the majority of funding has been found from sources other than the candidates own money.
  9. 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 both the candidate and the organisation?
2. Is the host organisation supportive?
3. Is there a commitment to matched (equal) funding from the host organisation or elsewhere?
4. Is the funding justifiable and reasonable?