**UCL Institute of Epidemiology and Health Care (IEHC)**

**CONFERENCE/TRAINING FUND**

**Guidance and Application details**

**(The following notes must be read carefully before applying)**

The IEHC Conference and Training fund scheme provides funding support towards associated costs for IEHC research students who are presenting a paper or poster at a conference, or applying for funds to attend an external training course.

Applications will be considered on their merit and should be accompanied by a **Letter of Support** from the Primary Supervisor. Awards are provided in accordance with the following bands:

* **Band 1** – Attendance at an overseas conference/course (non-EU): **up to £450**
* **Band 2** – Attendance at a conference/course within the Europe: **up to £250**
* **Band 3** – Attendance at a conference/course within the UK: **up to £150**

 Only **two** applications may be submitted per student throughout their research degree registration, and only one application per UCL financial year (1st August-31st July).

 You will be required to complete the IEHC Conference/Training Award Report Form once you have returned from your travels, which will be posted on the public-facing IEHC Blog. Your completed report should be submitted to the Andreas Opitz, IEHC Research Degrees Administrator (a.opitz@ucl.ac.uk) together with your expense claim.

**Eligibility Requirements**

You should ensure that you are eligible to apply to the UCL IEHC Conference/Training Fund by checking that you fulfil all of the following criteria:

* You are an enrolled Research Student registered through the IEHC.
* Attendance at the conference or course is directly relevant to your research project.
* If you are attending a conference, your poster/abstract or talk must have been accepted.
* If you are applying to attend a course, you must have been offered admission.
* You are **not** in receipt of alternative funding which includes a provision to cover the cost of attendance at conferences, external training courses, or travel expenses (NB: cases may be considered if such a provision has been wholly or partly used).

**How to Apply?**

Complete the [SLMS Graduate Conference Fund](https://www.ucl.ac.uk/school-life-medical-sciences/about-slms/office-vice-provost-health/academic-careers-office/conference-training-funds/graduate) or [SLMS External Training Courses Fund](https://www.ucl.ac.uk/school-life-medical-sciences/about-slms/office-vice-provost-health/academic-careers-office/conference-training-funds/external) application form and submit it to Andreas Opitz (a.opitz@ucl.ac.uk) and Annie Britton (a.britton@ucl.ac.uk).

You must also provide the following items:

* Letter/email of support from your primary Supervisor
* Confirmation of admission if attending an external training course
* Confirmation of acceptance and copy of abstract if attending a conference

Applications must be received **no later than 10 working days before** travel or the SLMS Student Conference/Training Fund deadlines (24th September 2019, 21st January 2020, 28th May 2020). Expenses **will not** be awarded retrospectively.

Once the application has been submitted, we aim to provide a decision either way within 5 working days of having received the application. If approved, an award letter will be provided you to you via email and the necessary Head of Department signature will be added to your SLMS application. **It is the Student’s responsibility to submit the SLMS Student Conference/Training Fund application form electronically to** **Jo Rickett** **(cc Andreas Opitz** **a.opitz@ucl.ac.uk****) in UCL’s Academic Careers Office.**

**How to claim expenses?**

To claim your award upon your return, please complete a [hardcopy expense claim form](https://www.ucl.ac.uk/finance/node/359) found on [UCL’s Finances Expenses webpage](https://www.ucl.ac.uk/finance/expenses-insurance) and return it via the internal post to Andreas Opitz, Institute of Epidemiology and Health Care, Room 715, 1-19 Torrington Place, London WC1E 7HB).

Note, you will need to add the following project code: **544138 (task code: 100, award code: 156780)** when completing the form. As per UCL’s Expenses policy, you need to print your expense claim form and attach your **original receipts for the amount to be claimed**, plus a copy of the training or course confirmation of attendance letter.

You will need to claim for your expenses **within three months** upon returning, as per UCL policy <http://www.ucl.ac.uk/finance/expenses>. Total claims should not exceed the total amount awarded, and should only include expenses relating to the awardee. If your expenses have been paid in advance from a grant or by another Section budget, an internal transfer of funds can be arranged. In this case, please confirm by email to Andreas Opitz (a.opitz@ucl.ac.uk) which project code is to be reimbursed, with a copy to the grant holder and your local Programme Manager. The total amount to be transferred should not exceed the amount awarded.

**Guidance for travelling**

Always try to select the most carbon-efficient way of reaching your destination, even if this may not necessarily be the cheapest. UCL has preferred travel suppliers. Details on these suppliers can be found on the [Procurement website](https://www.ucl.ac.uk/procurement/). These suppliers should be used for travel bookings where possible.

**Notes:**

1. The advance of funds by supervisors is at the Supervisor’s discretion, and reimbursement to the grant budget via the IEHC Research Degrees Office is only guaranteed once confirmation has been received that an application for an IEHC Conference/Training Award has been successful.
2. Students with visa enquiries should contact the Student Centre at UCL (<http://www.ucl.ac.uk/current-students/student-centre>) or the Rights and Advice Service run by UCLU <http://uclu.org/services/advice-welfare>.
3. Travel Insurance – Where appropriate, please make sure you have applied for UCL travel insurance well before you leave (see <http://www.ucl.ac.uk/finance/secure/fin_acc/insurance.htm>).