



## The Company of Biologists' DMM Conference Travel Grant

### Applicant Handbook

This handbook will help you to complete your application, and to understand the terms and conditions of the DMM Conference Travel Grant. **Please read thoroughly before submitting your application.**

#### What is a Company of Biologists' DMM Conference Travel Grant?

- The DMM Conference Travel Grant is aimed at early-career scientists wanting to attend meetings, conferences, workshops and courses relating to the areas of research covered by DMM (<http://dmm.biologists.org/>).
- For independent group leaders and PIs the funding extends to practical courses and laboratory management courses.
- The maximum value of an award is £400 for travel within the home country and £600 for overseas meetings.

#### Who can apply for a Travel Grant?

- Applicants will usually be PhD students and post-doctoral researchers at the beginning of their research careers.
- Applicants from independent group leaders and PIs with no independent travel funding will also be considered.
- DMM Conference Travel Grants can only be applied for once annually.
- Multiple applicants from the same lab or department will be limited.
- Although there is no restriction on nationality, we are unable to pay awards to recipients in jurisdictions, countries or regions of the world subject to sanctions, embargoes or other political trade restrictions put in place by the United Nations, the EU or the UK.
- The amount given depends on demand and may provide only a portion of the requested funding.
- DMM does not fund applications made retrospectively.
- DMM reserves the right to reject applications to attend conferences or workshops that it considers to be possibly 'predatory' in design or fake.

#### How are applications assessed?

- An Editor of DMM will review applications.
- Each application will be judged on the excellence of the candidate and any work being presented in a talk or poster.
- Preference will be given to applicants who are presenting talks or displaying posters, and whose work is most closely aligned with the scope of DMM (<http://dmm.biologists.org/content/aims>).
- Applicants will normally be informed of the outcome of their application within 6 weeks of the application deadline.

### Completing the application form:

- All sections of the application must be completed unless specifically stated.
- The application and all supporting documents must be submitted in English.
- If possible, please convert your attachments into a single PDF file.
- Incomplete applications will **not** be accepted.
- Expenses include travel, subsistence, accommodation and visa fees.
- Travel insurance is **not** included as an expense.

### Documents to be submitted with your application:

- **Independent group leaders and PIs** - Letter of support from your Head of Department confirming that no independent funding is available to attend the meeting/course.
- **PhD students and post-doctoral researchers** - Letter of support from your Supervisor or Head of Department confirming who you are, describe the work you are doing and how long you have been at that institution.

#### All supporting letters must be:

- Provided on headed paper, written in English and signed.
  - Submitted with your application. We do not accept supporting letters directly from Head of Department or Supervisor.
- Copy of any abstract submitted to the meeting or conference for which funding is requested.
  - Curriculum Vitae
  - Short justification for your proposal outlining why you should be awarded the DMM conference travel grant. This should emphasize the relevance of the meeting to the scope of DMM.

### Application deadlines:

- Please refer to our website <http://dmm.biologists.org/content/travel%20grant>

### Receipts [evidence of expenditure] from successful applicants:

- We will require receipts following the completion of your trip and return of unused funds within 1 month of your return from the conference. Evidence of every expense incurred and paid must be provided or monies returned.
- Receipts may be scanned and submitted via the 'Online Application' portal: <http://dmm.biologists.org/content/travel%20grant> Alternatively, original receipts can be mailed to the Charity Administrator, The Company of Biologists Limited, Bidder Building, Station Road, Histon, Cambridge CB24 9LF, UK.

### Reports from successful applicants:

- You will be required to provide a 500-1000 word summary of the meeting with regards to new insights into disease mechanisms, diagnosis and/or treatment and how these findings might be expected to impact the field within 3 months of return from the conference.
- We request that you provide at least 2 bright, clear photographs. Please ensure individuals featured in photographs complete and sign a consent form.
- We may use material from DMM Conference Travel Grant reports on our website, social media and other promotional materials. If you have any concerns about the use of your material please let us know in advance.
- Your report will be retained for at least 7 years and may be inspected by the Charity Commission.

**Terms & Conditions:**

- Funds will be paid direct into your personal bank account once the grant has been approved. We require you to acknowledge receipt of funds.
- Awarded funds must be returned in full if for any reason you are unable to complete the planned trip.
- Under no circumstances is a DMM Conference Travel Grant transferable to another person.
- DMM Conference Travel Grant funds can only be used to support the trip specified in your application.
- **Support from DMM and The Company of Biologists must be acknowledged in any presentations given or posters displayed at the meeting/conference. Our company logo and journal logo will be provided to you. We also encourage you to use social media during the conference to highlight your attendance and acknowledge the support of DMM.**

## Frequently asked questions:

[If I am awarded a DMM Conference Travel Grant, will I get the funding before I go?](#)

Yes, we pay the funds directly into your personal bank account once the award has been granted.

[I assume any amount of money that I can't explain with receipts will have to be returned?](#)

Yes, we do require evidence for every expense incurred and paid.

[Do supporting letters have to be signed?](#)

Yes, all supporting letters must be on headed paper with a signature, scanned and uploaded with your application.

[What information needs to be included in the Letter of Status from my Supervisor \(PhD/post-doc applicants\) or Head of Department \(group leader/PI applicants\)?](#)

The Letter of Status must include who you are, describe the work you are doing and how long you have been at that institution.

[Is it acceptable to complete the application with estimated costs for expenses as I don't know the exact costs at this stage?](#)

Yes, that is acceptable, as you will be required to provide evidence of expenditure and return unspent funds.

[Can I apply for a DMM Conference Travel Grant retrospectively?](#)

No, we do not award funds for travel that has already occurred.

[Will I have an answer about the result of my application even if it is negative?](#)

Yes, you will be notified even if your application is unsuccessful.

[If my application is not successful, can I re-apply?](#)

Unsuccessful applicants may not re-apply for a DMM Conference Travel Grant within 12 months of their initial application.