

Application form Company of Biologists Travel Grant - Checklist

Before you send in your COB application, please complete the following checklist and send it with your form to the SEB office. **Incorrectly completed/incomplete application forms will not be forwarded to the awarding panel.**

PLEASE ENSURE YOU HAVE MET THE FOLLOWING CRITERIA

You have not received COB funding in the last 12 months	
You are a PhD student or a post-doc in the first three years of their first postdoctoral position.	
You have filled in all the relevant sections of the application form	
You have submitted a full proposal justification, not exceeding half a page in length with the application form.	
You have included a letter from your head of department confirming your status.	
You have included two letters of reference (one may be from your head of department)	
The date you wish to travel on is more than one month after the grant application deadline.	
You have not asked for more than £500.00 for international travel or more than £250.00 for national travel.	

Signed..... Dated.....

Print Name.....

**You will be notified in writing of the decision of the judging panel one month from the deadline.
The decision of the judging panel is final.**

Application form Company of Biologists Travel Grant

YOU MUST ALSO COMPLETE THE ATTACHED JUSTIFICATION OF PROPOSAL FORM AND CHECKLIST

Name:

Status (PG,PD,Tech etc.)

Age:

Work Address:

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Finances Required

Details:

Travel	£
Accommodation	£
Fees	£
Total	£

Finances requested from SEB £

(Maximum of £250.00 for National Travel and £500.00 for International travel)

Finances sought from other areas

Self	£
University	£
Other Society	£
Other	£

Please give details of the above:

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Destination of Travel:

National

International

(Please include Country name and details)

.....

.....

Details of travel

Dates of Travel Period

From:

Until:

Duration of Travel period

.....

Purpose of Travel

A: Conference

Society:

Venue:

Conference Title:

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Session Title:

Presentation Title:

Oral Poster (Please tick one)

Invited Submitted Accepted (Please tick one)

Applications that have an accepted talk or poster will be looked on favourably. Please include all relevant information.

B: Research

Brief Title:

Collaboration:

Venue:

C: Training/Other

Brief Title:

Organisation:

Venue:

Other Details:

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Any Honours/Awards/Distinctions:

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Referees: Letters of reference must be included (*one of these may be from your head of department*)

Name:..... Name:.....

.....

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Address:..... Address:.....

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Head of Department: (A letter of status must be included)

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Signature:

.....

You may also send in a CV (with or without your publication list) but not instead of the application form

Future closing dates for application:
 March 31st, June 30th, September 30th and December 31st

Send to: The Treasurer
 Society for Experimental Biology
 3 The Coronades
 New Road
 Southampton
 Hants
 SO14 0AA

YOU MUST ALSO COMPLETE THE ATTACHED JUSTIFICATION OF PROPOSAL FORM AND CHECKLIST

Company of Biologists Travel Grant Application

Justification of proposal (half page max.)

Name of applicant:.....