

# 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 <b>full</b> 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.	
You have submitted a 200 word abstract of your presentation	

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:.....

.....

.....

E-mail address: .....

Which section you are submitting your application to?  
Animal / Plant / Cell

Is your supervisor a member of the SEB?  
 (this is not a requirement) Yes / No

**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:

.....

.....

.....

**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: .....

.....

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:.....

.....

.....

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

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.....

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

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Signature: .....

.....

**Future closing dates for application:**  
 March 31<sup>st</sup>, June30<sup>th</sup> September 30<sup>th</sup> and December 31<sup>st</sup>

**Send to:** Sabina Baba  
 Society for Experimental Biology  
 Charles Darwin House  
 12 Roger Street  
 London  
 WC1N 2JU

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## Company of Biologists Travel Grant Application

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**Justification of proposal** (half page max.)

Name of applicant:.....

## Company of Biologists Travel Grant Application

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Please include a 200 word abstract of the presentation you are intending to give.