

Registered Charity No. 210355

**Summer Meeting ECR Bursary Application Form**

**Please read the Summer Conference ECR Bursary instructions and eligibility criteria (page 3) before completing this form. Completed forms and supporting documents to be returned to the Secretary at** [**secretary@shnh.org.uk**](mailto:secretary@shnh.org.uk)**.**

| **Full name** |  |
| --- | --- |
| **Institution** |  |
| **Email** |  |
| **Describe your research (*200 words max*)** |  |
| **Are you in receipt of any grants/funding? Please describe briefly.** |  |
| **Provide a brief outline of how you would contribute to the conference (*200 words max, see instructions for suggested contributions*)** |  |

In addition to the completed application form, please supply:

1. **A breakdown of your estimated costs (see instructions).**
2. **A short, signed supporting statement from your supervisor or former supervisor (see instructions).**

**We will be unable to consider your bursary application without the supporting documentation above.**

***I have read the instructions for the SHNH Summer Meeting ECR Bursary. I agree to abide by these rules.***

**Signature:** **Date:**

Entries and all accompanying paperwork must be e-mailed to the SHNH Secretary at [secretary@shnh.org.uk](mailto:secretary@shnh.org.uk)

**SHNH Summer Meeting ECR Bursary**

**Instructions and Eligibility Criteria**

The bursary award is up to £300 per applicant for those registered at UK or Ireland institutions, or up to £400 per applicant for those registered at non-UK institutions. Your conference fee will also be waived.

The bursaries can be used towards travel and accommodation.

**Am I eligible?**

* Bursaries are available to current doctoral researchers and post-doctoral researchers within 2 years of completion, who do not have support from their institution, a research grant, or other funding awards, to attend the conference.
* Applicants should be SHNH members by the time of the conference for which the bursary is awarded.
* PhD applicants and Masters’ students are not eligible for this award.
* Bursary applicants must be prepared to assist with the on the day organisation of the meeting. Working alongside the SHNH Meetings Secretary, potential responsibilities include: chairing a panel, social media coverage, manning registration, photography etc.
* The successful recipient will also be required to submit a reflective report following the meeting for publication on the SHNH website.

**How does the bursary work?**

You’ll need to complete a bursary application form which must be accompanied by a short statement from your supervisor if a doctoral researcher, or former supervisor if a post-doctoral researcher. This must be signed, on university headed paper and submitted with your application.

You’ll need to collate the following information before making your online application:

1. Name and institution
2. Email contact
3. 200-word account of your research
4. Are you in receipt of any grants/funding? If so, describe them
5. Brief outline of the contribution you would make to the conference (e.g. photography, chairing a panel, intend to submit an abstract for consideration, manning registration desk, general meetings support etc.)
6. Estimated costs. Please itemise the travel and accommodation costs related to your SHNH attendance. We may only be able to fund a portion of the total expenses. Receipts will need to be submitted to the SHNH Treasurer. Reimbursement will be prompt.
7. A short statement of support from your supervisor/former supervisor on university headed paper which confirms that they are supervising you and that you would benefit from the funding and opportunity to attend the conference.

Completed applications and supporting documentation should be submitted to SHNH Secretary ([secretary@shnh.org.uk](mailto:secretary@shnh.org.uk)) by the deadline (see SHNH website for details).

After the deadline, we will assess all applications and you will be notified of the outcome in time to meet the conference registration deadline. The panel will consist of the Meetings Secretary, Awards Secretary, and another Trustee.

**How to claim your bursary expenses**

No money will change hands in advance of the conference. You will need to submit a claim for your expenses.

* Please complete an expenses claim form and return it to Treasurer Mr William Noblett (Email: [wan1000@cam.ac.uk](mailto:wan1000@cam.ac.uk)) by email, together with your receipts (clearly scanned images or jpeg are fine). **Please ensure your bank details are clearly legible otherwise payments may be misdirected.**
* Claim forms must be supported by proper receipts that show VAT where applicable (incl. VAT registration number), details of items paid for, and the amount paid. Online booking receipts should be in the applicant’s name.
* All claims are to be made promptly after the conference and within three months of the event. Failure to do so may result in funding not being paid out.
* We will not accept claims for mileage and/or parking, unless there are specific reasons for this, which have been agreed in advance of the conference.
* The awards are for travel and accommodation only. Additional items will not be funded. Where travelling using an Oyster card, please provide a download statement with the relevant trips and costs highlighted. Generic lump sum top-ups cannot be claimed.
* All bursary expenses claims will be paid by bank transfer.