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**Prof. Maria Bitner-Glindzicz**

**Conference and Training Fund**

**Award Background**

This fund was set up in memory of Professor Maria Bitner-Glindzicz, Honorary Consultant in Clinical Genetics at Great Ormond Street Hospital, Professor of Human and Molecular Genetics at the UCL Institute of Child Health, and member of the UCL Ear Institute. This award aims to encourage early-stage researchers in developing their scientific network and knowledge.

This Conference and Training Fund provides an opportunity for early career researchers to apply for funding to attend conferences to disseminate their research findings or to attend training to learn new skills.

The fund prioritises early career applicants who will have greater participation in a conference. The fund also prioritises training opportunities of a similar scope to attending a conference, where it can be demonstrated that the training opportunity would allow the recipient to learn a new skill or knowledge, which could also be shared or implemented within the wider team. In both scenarios, it would be necessary to demonstrate how the conference or training opportunity would benefit the recipient’s career development.

Applicants can apply for the following:

* Funding to support registration fees associated with attendance at virtual conferences.
* Funding to support travel, accommodation and registration fees associated with attendance at an in-person conference.
* Funding to support registration fees to attend a virtual or in-person training opportunity of a similar scope to attending a conference.

**Award eligibility**

1. The suggested amount to apply for is £300. However up to £500 may be awarded in exceptional circumstances if significant need and rationale is shown.
2. All students or staff working within UCL GOS Institute of Child Health or GOSH Clinical Genetics, who are not in a tenured permanent position or in receipt of a personal Fellowship.
3. Applicants must hold a substantive employment or studentship contract with either GOSH or ICH at the time of the application and at the time of attending the meeting, conference, or training opportunity - no claims will be processed if employment ends prior to attending the meeting or training event.
4. For conferences and meetings, applicants must have already secured an invitation to give a poster or oral presentation as the presenting author. Priority will be given to applicants who will have greater participation in the conference (e.g. those who are due to give live presentation).
5. Applications cannot be made for retrospective reimbursement of expenses for conferences or training events already attended.
6. No applicant will be awarded more than one award per 12-month period.
7. Please note that the individual attending the conference or training event must arrange payment for it in the first instance, which will be reimbursed by the award fund in accordance with the [UCL Expenses Policy.](https://www.ucl.ac.uk/finance/sites/finance/files/ucl-expenses-policy.pdf)
8. Awardees must acknowledge this funding in any presentations and produce a short statement (200 words) on their experience within 4 weeks of attending the conference or training.
9. Successful postgraduate students are encouraged to apply for matched funding schemes, where available.
10. It is unlikely that two or more awards will be made to members of any one PI group in the same round of applications.

**Additional scheme rules**

This fund may be used to support applications for financial support for costs associated with attending virtual/in-person scientific meetings/conferences where the recipient will be actively participating in the event (e.g. their research in an oral or poster presentation) or where the training opportunity will provide the recipient with a new skill/knowledge. The fund may be used to pay for travel, accommodation, subsistence and/or registration costs, and also for childcare costs if required to allow you to attend the conference. No salary or laboratory costs will be provided through this fund, and it cannot be used as a means of extending a position of employment/studentship, beyond its normal termination date.

**Guidance to Applicants - Review Process**

Applications will be reviewed by members of the Maria Bitner-Glindzicz Legacy Commitee. Please note that this is a competitive process and funding is not guaranteed. Each application is considered on its merits, and there may be occasions when it is not possible to make an award due to limited budget available and the number of applicants. The following selection criteria will be used during the review process:

* Benefit of the meeting/conference/training opportunity for the applicant’s career development.
* Benefit of the opportunity to the recipient’s wider team.

**Application Submission**

Completed application forms should be sent to the Admin Team at UCL GOS ICH Genetics and Genomic Medicine Department (ich.ggm.admin@ucl.ac.uk). Please use the subject line “Maria Bitner-Glindzicz Conference and Training Fund”.

Current deadlines 2024:

Wednesday 17th January 2024 (17:00h)

Wednesday 15th May 2024 (17:00h)

Wednesday 18th September 2024 (17:00h)

**Application Form**

**1. Details**

|  |  |
| --- | --- |
| Applicant Details | |
| Title (Mr, Ms, Dr etc.) |  |
| Full Name |  |
| Email Address |  |
| Work Address |  |
| Post Held | PhD Student  Post-Doc  Non-Post-Doc Researcher |
| Department |  |
| Where did you hear about this award? |  |
| Signature (can be electronic) |  |

|  |  |
| --- | --- |
| Sponsor Details (supervisor/line manager) | |
| Title (Mr, Ms, Dr etc.) |  |
| Full Name |  |
| Email Address |  |
| Department |  |
| Signature (can be electronic) |  |

**2. Proposal**

|  |  |
| --- | --- |
| **Conference/Meeting**  *Only complete this section if you are applying to attend a conference or meeting. Omit this section if you are applying to attend a training opportunity and complete the section below instead.* | |
| Name of conference/meeting you wish to attend: |  |
| Link to conference/meeting webpage: |  |
| Date from:  Date to: |  |
| Title of the research project you plan to present: |  |
| R&D number (if applicable) |  |
| Will you be giving a: | Poster   Oral presentation |
| Will this be: | Live   Pre-Recorded |
| Please provide **a copy of your abstract** submitted to the conference**.**  *Please also provide the confirmation of acceptance of your abstract for poster or oral presentation****.***  *If you have not submitted an abstract, please describe your participation (please attach relevant documentation e.g. invitation to present or chair a session)* | |
|  | |
| Please provide a short statement providing details of how attendance at this conference will benefit your research career (maximum 150 words) | |
|  | |

|  |  |
| --- | --- |
| **Training**  *Only complete this section if you are applying to attend a training event/course.*  *Omit if applying to attend a conference/meeting and the above section has been completed.* | |
| Name of training opportunity you wish to attend: |  |
| Link to relevant webpage for the training opportunity: |  |
| Date from:  Date to: |  |
| Title of the research project this is linked to (if applicable): |  |
| R&D number (if applicable) |  |
| Please write a short statement providing details of: (i) how the training opportunity is linked to your area of research  (ii) what you will gain from the training opportunity  (iii) how it will benefit your wider team  (iv) how you will implement the skills/experience/knowledge gained.  (maximum 250 words) | |
|  | |

**3. Costs**

|  |  |
| --- | --- |
| Registration fee for conference, meeting or training opportunity:  Travel (please provide details of the travel):  Accommodation:  Subsistence:  Childcare:  Any other fees (please expand with details): |  |
| Total cost requested (GBP, please indicate exchange rate/date where applicable): |  |
| If you are requesting funding for international travel costs, please confirm you will abide by national COVID-19 guidelines and policies and those of the employing institution.  I will abide by all COVID-19 guidelines & regulations | |

**Notes:**

1. Upon your return, please complete a short report form (200 words) and if possible include a picture of yourself at the conference or training event (we understand this may be virtual) with evidence that the Prof. Maria Bitner-Glindzicz Travel Award was acknowledged in your poster/presentation. Please send this to the GGM Admin Team ([ich.ggm.admin@ucl.ac.uk](mailto:ich.ggm.admin@ucl.ac.uk)) within 4 weeks of the conference/training. This will be used for communications/website.
2. This fund can also be used to help applicants with children pay the costs of childcare - however please note any and all expense claims will require proof of purchase/receipt.

**Privacy Statement**

**Who are we?**

Maria Bitner-Glindzicz Awards Committee, coordinated via the UCL GOS ICH Genetics and Genomic Medicine (GGM) admin team.

**What information do we collect from you?**

This privacy notice relates to the information we collect for the Maria Bitner-Glindzicz

Conference and Training Fund. To enable us to consider the submission, we require the following information as part of the submission form: title, name, email, department, supervisor, position, and supportive statements and expenses.

Submissions for the prize are voluntary and we will only use the personal data you have provided on this form for the application process.

**Who do we share your information with?**

Your personal data will be held within GGM admin. The review panel made up of members of the Maria Bitner-Glindzicz Awards Committee. Your name may be published in GOS ICH materials such as webpages and Bulletins The name and contact details of successful applications will also be shared with GOSH Charity to enable them to fulfil the award. For more information, please see their privacy policy at gosh.org/privacy.

**How long do we keep your information?**

We will retain applications for 12 months from the date of submission. We will then destroy unsuccessful applications and transfer successful nominations to historical archive for long term preservation.

**Your rights**

Under GDPR you have certain rights in regard to the data we hold about you. You can ask us to delete your personal data (called a right to be forgotten), change any inaccuracies, restrict what we use your personal data for or ask us to stop processing your personal data. You can also request that the data we hold about you is given back to you or given to another service provider in a commonly used format. This is called data portability. You are entitled to ask for a copy of the data we hold about you as well. However, there are some restrictions which apply to these requests, such as if we have an overriding legal obligation to keep the data.

To find out more about your rights visit the [ICO website](https://ico.org.uk/) (ico.org.uk). In accordance with Data Protection Legislation, we have a legal duty to protect any information we collect from you and we have measures in place to ensure your data is securely and safely stored. You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled: [casework@ico.org.uk](mailto:casework@ico.org.uk).