**PATENTS IN TELECOMS AND THE INTERNET OF THINGS
26 & 27 MAY 2022, London**

**Bursary Information**

We want to make the Patents in Telecoms conference accessible to as many people as possible.

This year we are offering:

* 3 x early career legal academics early-career academics within the first three years of starting their first full-time academic position
* 3 x postgraduate (PhD only) bursaries for those based in the UK/EU, and
* 2 x bursaries for postgraduate (PhD only) students registered at non-UK/EU/European institutions.

**Postgraduate bursaries**

The bursary award is up to £200 per applicant for those registered at UK/EU/European institutions, and up to £350 per applicant for those registered at non-UK/EU/European 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 postgraduate PhD student and early-career academics, who DO NOT have financial support from their institution, a research grant, or other funding awards, to cover travel and accommodation to attend the conference.
* PhD applicants are not eligible for a conference bursary. So, if you haven’t started your PhD you won’t be eligible.
* Masters’ students are not eligible for this award.

**How do the bursaries work?**

You will need download and complete our application form which must be accompanied by a statement from a supervisor. This must be signed, on university headed paper emailed to ibil@ucl.ac.uk with your application.

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

1. Student name and institution/email contact
2. 250-word account of your research
3. Are you in receipt of any grants/funding? If so, describe them
4. Letter of support from your institution on university headed paper.

Your letter of support should:

* introduce you, including information on the nature of the relationship with the letter writer i.e. supervisor, head of department, head of research etc
* confirm your attitude to studying and research
* detail your academic record and commitment
* make the case for funding i.e. confirm there is no alternative and/or institutional funding available for you
* confirm you are still registered as a PhD student
* make the case for the value of your participation in the conference.

**Applications should be submitted to Dr Lynne Chave at** **ibil@ucl.ac.uk** **and close on 22 April 2022**

**After the deadline we will assess all applications and you will be notified of the outcome in time to meet the 30 April 2022 registration deadline.**

**How to claim your bursary expenses**

No money will change hands in advance of the conference. You will still need to register for your conference place, however you will be able to choose a free bursary ticket type using a special code to do this. You will need to submit a claim for your expenses.

Please complete an expenses claim form (sent to you if your application is successful) and return it to UCL IBIL by email with your receipts (clearly scanned images or jpeg are fine). Please ensure your bank details are clearly legible otherwise payments may get misdirected by our bank.

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.

You should not utilise the same receipts for more than one funding claim. This is fraudulent and may result in the award being withdrawn.

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, and the claims being made.

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.

The bursary expenses claims will be paid by bank transfer.

**Other conditions**

* No single institution will be eligible for more than two awards in any one year
* These awards relate only to attendance at the Patents in Telecoms Conference, 26 & 27 May 2022

UCL Patents in Telecoms conference

*Application for a Postgraduate and Early Career Scholars Bursary*

This application form is for a) postgraduate students enrolled on a programme of PhD, or b) an early career legal academics early-career academics within the first three years of starting their first full-time academic position

Return this form to:  ibil@ucl.ac.uk

CONTACT INFORMATION

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| E-mail Address: |  |
| Telephone: |  |

PROFESSIONAL INFORMATION

|  |  |
| --- | --- |
| Institutional Affiliation |  |
| Topic of PhD Research (PhD bursary only) |  |
| Your PhD Supervisor(PhD bursary only) |  |
| Details of grants or funding that you receive already |  |

FURTHER INFORMATION

|  |
| --- |
| Please explain, in no more than 250 words, how attendance at the Patents in Telecoms Conference will benefit your academic career/research. Please also include details of any additional funding received or applied for in order to support your attendance at the Conference. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Return this form, with a letter of support from your institution on university headed paper to:  ibil@ucl.ac.uk