

Guidance Notes - Bogue Application

Purpose & Eligibility

The fellowships support visits to carry out research in laboratories in the USA in order 'to enrich the research experience and help develop the scientific career of the Fellow'. The duration of the Fellowship needs to be well justified in relation to the time needed to do the proposed work. Recent awards have ranged from a few weeks to up to six months. Requests for up to 12 months will be considered, but only if very well justified. Applications will also be considered for attendance at advanced, intensive, high quality laboratory-based courses at Cold Spring Harbor, Woods Hole and similar centres. The bequest will not fund attendance at other types of scientific conference or meeting.

Please note that applicants attending advanced courses are expected to have applied for funding from other sources to help with tuition and accommodation costs. Applicants must not wait until they have received confirmation that they have been accepted on a course before applying for a Bogue Scholarship as the scholarship deadline is earlier than for many courses. If successful in the Bogue application, the award letter will state that funding is conditional on acceptance to the course. Retrospective applications from students attending a course will not be considered.

Since the Bogue scheme was introduced in 1998/9, close to 320 Fellowship awards have been made for visits of between two weeks and 12 months. The number of Fellowships available is not fixed and will be determined by availability of funds (likely to be in the region of £70,000 in 2022), the level of support requested by applicants and the ranking of the applications by the Fellowships Committee. The previous award of a Bogue Fellowship or an unsuccessful application does not debar an individual from applying for a further award providing they still meet the eligibility criteria.

Fellowships are restricted to applicants whose research is in the area of Physiology and Cognate Sciences (i.e. most areas of the life and basic biomedical sciences). Those working in Clinical Medicine and Psychiatry are specifically excluded. Students or postdoctoral researchers carrying out basic research in clinical departments are, however, eligible.

Applicants should note that it was the wish of Dr Bogue that those awarded Fellowships should agree, as far as practicable, to return to UCL for a period of years following tenure of the Fellowship (applicants **must** have guaranteed funding to remain at UCL for a minimum period of six months after returning from the USA). Part of the purpose of the awards is that applicants should transfer skills that they have acquired in the USA back to UCL. Please note that the panel will not fund applications from students enrolled as CRS or who are just about to start their CRS year.

*N.B. Fellowships are not available for travel to scientific meetings or for visits to American laboratories to give talks and/or to search for positions. Nor can they be used as a means of extending beyond the normal termination date, the period of support provided by a stipend or salary (from whatever source). The Fellowship is **not** able to cover the cost of consumables.*

Extent and Nature of Support

The Fellowships Committee which considers applications has considerable flexibility in determining the level of support to be provided for successful applicants and will assess this individually for each Fellow.

The Fellowships can be used either to support the full (or major) costs of visits, or to provide supplementation for support from other sources such as a stipend or salary which will continue to be paid during the tenure of the Fellowship and/or other funds available/raised for the specific purpose of the visit. Fellowships are intended to provide not only for the basic costs of the visit (i.e. return travel to and from the USA and subsistence, or a contribution to subsistence, while carrying out the research project) but also to allow the Fellow to enjoy the opportunity of travel within the USA and exposure to its culture and people and applicants are encouraged to include requests for funds for this purpose in their application. These components of the proposal should be proportionate with the overall duration of the visit in terms of both time and cost - it is not appropriate to request funding for travel that represents more than 10% of the overall cost of the trip. In addition, the Fellowship can include provision for additional costs if the Fellow is accompanied by a spouse, although again these requests must be balanced against the whole cost of the trip. In the case of postgraduate students (predoctoral), applications will be considered for the full cost (stipend plus travelling costs) of a full year in an appropriate laboratory or laboratories (i.e. extending the PhD programme to 4 years) where there is a compelling scientific case and with the agreement of the organisation providing the funds for the 3-year PhD programme. Wellcome Trust supported Fellows or Scholars are eligible to be considered for Bogue Fellowships but the Trust recommends that any plans to undertake visits to the USA should be discussed with them before an application for a Bogue Fellowship is submitted.

Cost of Living and Additional Expenses:

When calculating your estimated expenses, it is important to consider costs for accommodation, subsistence, transportation, insurance and visas. The cost of living can vary significantly by location and lifestyle (<https://www.numbeo.com/cost-of-living/>). All applicants will receive £15.00 per day for maintenance/subsistence (total amount should be entered on the application form). The Committee expect that applicants will continue to receive a salary or PhD stipend while away, this should still be sufficient to cover routine maintenance costs if you stay in self-catering accommodation. It is understood that if you are staying in hotel accommodation for short visits, maintenance will be more expensive.

Insurance

Please note that UCL will cover the cost of travel insurance. However, with the changes regarding health insurance to cover the requirements of the visa, you may need to take out additional health insurance. Further information on UCL travel insurance and additional health insurance is at: <http://www.ucl.ac.uk/finance/insurance/travel>

Booking Travel and Accommodation

UCL have a new travel service "Clarity" that can be used to book national or international travel. Additional guidance can be found on the [UCL Travel Pages](#).

Conditions of Award

1. On return to UCL the Fellow will be required to provide a report to the Fellowship Committee of approximately 1000 words. This report will be published on the Bogue website and used in other UCL publications.
2. Normally Fellows will receive their awards in the form of a sterling cheque, which they should deposit in their bank accounts in the UK or via BACs transfer. Because of restrictions imposed by US banks on opening accounts, most Fellows find it convenient to use a credit card for settling bills and drawing cash. If necessary, an advance to cover the purchase cost of air tickets will be provided.
3. Any changes to the details provided in the original application (eg travel dates) must be approved by the Committee. The award must be taken up within 12 months of the date awarded unless special permission to delay longer than this has been obtained from the Committee. Applicants must still meet the eligibility criteria if a request is made to delay taking up the award.

Application Procedure:

Your application should include:

1. An outline of the purpose of the proposed visit and of the research to be undertaken, indicating how the visit will contribute to the scientific development of the Fellow and to that of UCL, together with reasons for selecting the particular laboratory or laboratories. It is critical that the proposal makes it absolutely clear what will be done during the visit and why this is important in the overall context of the project.
2. A letter of support from a supervisor in the case of postgraduate students, and from the Head of Laboratory and/or Head of Department in the case of postdoctoral applicants. In the case of postgraduate students a letter of approval from the funding agency (or other body or individual) providing the main funding for the PhD, is also required.
3. A letter from the Head of the Host laboratory (laboratories) confirming that the project and arrangements proposed by the applicant are acceptable and giving details of any local funding that is supporting the visit.
4. An outline of the costs involved in the visit i.e. travel, subsistence and incidental expenses for the applicant, the cost of leisure time/holiday activities, and where appropriate, the costs associated with applicant's spouse. Students who have not yet obtained a PhD should check carefully the regulations concerning obtaining visas and ensure that any necessary costs are included in their application.
5. It is essential that the timing of the visit occurs at least six months before the end of current funding. It is not sufficient to say that applications have been made for further funding. Proposals that fail to take this into account will not be considered.
6. A statement of current support obtained and support that has been made available, or applied for, from other sources.

7. A clear statement of the applicant's career aspirations and future plans, with special reference to the period immediately after the tenure of the Fellowship, if awarded.

8. NB: Applications cannot be made retrospectively.

Please note that application forms must be completed in full:

ALL information requested should be included on the form

Electronic applications should be submitted to Jane Inge, [tel. 020 7679 0879; email: rmyajai@ucl.ac.uk] All documents MUST be merged into one pdf file.

It is your responsibility to make sure you meet all the entry requirements for the USA, eg vaccinations etc, before applying.

Deadlines for 2022

There are normally two rounds in each year: March/April and October/November.

Deadline for receipt of electronic applications for the October/November round is 3pm, 28th October 2022. Applications received after this date will not be considered. Decisions will be sent to applicants 6 – 8 weeks after this deadline.

Selection Process

Applications are assessed on scientific merit by the selection panel. The current success rate is around 60%.

The awards panel: (click through for research profile)

- [Michael Duchon](#) (Chair)
- [Paola Pedarzani](#)
- [Andrew Stoker](#)
- [Chris Barnes](#)
- [Jon Roiser](#)
- [Lucy Walker](#)

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