



MBPhD Astor Travel Bursary

Regulations 2018/19

IMPORTANT: Please read these regulations carefully before completing the application form.

1. Purpose of the Fund

The principal aim of the MBPhD Astor Travel Bursary is:

- To encourage MBPhD students to present their research at international conferences.

2. Eligibility

In order to apply to this fund you must:

- Be an MBPhD student registered:
 - for an MPhil/PhD at UCL, or
 - with Completing Research Student status, or
 - on the MBBS for the 12 months subsequent to CRS
- Have successfully upgraded at 9 - 18 months (refer to: MBPhD Academic Review & Monitoring Regulations).
- Have completed of an average of at least 4 clinical teaching activities per month, as defined within the MB PhD handbook and evidenced via the ePortfolio (unless special dispensation is granted at the discretion of the MB PhD academic lead)
- Be presenting a paper or poster, or taking some formal part in the proceedings.

Application forms and regulations are available from our website: <http://www.ucl.ac.uk/mbphd/>

3. General Regulations

- Awards are for a maximum of £500 per student during their programme of study.
- No more than two Astor Travel Bursary awards, totaling a maximum of £500.00 will be made to each applicant during their programme of study.
- Applications should normally be received in the MBPhD Administration Office at least one month before the date of the conference.
- Students must include confirmation from their Supervisor that they will submit their thesis in 3 years.
- Please note that funding is not guaranteed. Each application is considered on its merits.
- Prizes are subject to the availability of funds, and to the provisions of the UCL's General Regulations for Scholarships, Prizes Medals and Bursaries.

4. How to Apply

Regulations and application forms will be updated each year. For the current versions, please check the MBPhD website (<http://www.ucl.ac.uk/mbphd/>) or contact the MBPhD Programme Administrator. Applications should be typed.

Estimating Costs & Contributions

- Please give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate. Please ensure your estimates are based on the most cost effective accommodation and fares. Details of UCL's preferred travel provider can be found here: <http://www.procurement.ucl.ac.uk>
- Information on UCL's travel insurance policies can be found here: <http://www.ucl.ac.uk/finance/secure/finacc/insurance.htm>
- Advantage should be taken of 'Early Bird' less expensive registration rates, wherever possible.
- Conference dinners and similar expenses will not be funded.
- If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling.
- Please liaise with your department to agree the amount of their contribution, which should be indicated in your application.
- Please be as accurate as possible in estimating your projected expenses. Awards are approved based on the estimated costs; however if the actual costs incurred are lower than those estimated, the award given will be reduced accordingly.

Submitting the Application

- Applicants should attach their abstract, documentation outlining acceptance of paper/poster for presentation and any other supporting documentation to their application form, and forward it to their Supervisor for endorsement.
- The application should then be copied if necessary and returned to the MBPhD Programme Administrator.
- Please be aware that incomplete applications will be returned.

5. Conditions of the Awards

- If you receive an award from the MBPhD Travel Bursary and subsequently receive other funding towards your expenses, please inform the MBPhD Programme administrator immediately.
- Students who receive funds to attend a conference to present a poster are expected to submit a poster in the following term/year's Graduate School Poster Competition, which is usually held in the spring.

6. Claiming an Award

If you are awarded funds, you will receive a confirmation letter and expenses form. Please remember to keep all receipts from your trip, as you will need to send them to the MBPhD Programme Administrator. On your return please claim your award as follows:

- Complete the expenses form with **actual** costs incurred. The items for which you claim should generally be the same as those listed on your original application. Please do not claim for items you have not listed on your application form unless special circumstances have arisen.
- You should provide receipts for each item you have listed. Please staple together the receipts in the order you have listed them.
- Payment is available either as a personal payment or as a transfer to your department. **Please allow approximately one month for payments to be processed.** To request a transfer, please ask your Departmental Administrator to forward an electronic IDT form detailing the appropriate departmental code and evidence of this request to be sent with the completed expenses form.
- Forward the form and receipts directly to the MBPhD Programme Administrator
- If your actual costs are lower than your estimated costs, your award will be reduced accordingly. Departmental contributions should be claimed directly from your department.

If you have any queries about the **MBPhD Astor Travel Bursary**, please contact:

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