



Registered Charity 256475

## Travel Grants Terms & Conditions

The Society will be represented by the chair of the Travel Grant sub-committee, on behalf of the FSBI Council, in all communications concerned with the appointment and administration of FSBI travel grants.

### Terms

1. Travel Grants are available on a competitive basis to FSBI members for travel related to the Society's objectives. There are no age limits, but preference is given to early-career candidates embarking on a career in fish biology or fisheries science and involved in the study of fin-fish.
2. The primary purpose of travel grants is to enable researchers to present their work at scientific meetings, other than the FSBI annual conference for which a separate grant may be available. Travel grants for other purposes than conferences may also be considered by the sub-committee.
3. Travel grants do not support meetings to discuss new research proposals or for fieldwork although combining conference attendance with visits to other institutions is encouraged. Travel grants do not support research projects or the purchase equipment.
4. Grant competitions are open to any member of the Society, regardless of their geographical location, but to be eligible you must be a paid up member at the time of making a grant application.
5. The maximum grant is £1000 and is for travel, travel insurance, subsistence costs and conference fees, as necessary. It is worthwhile considering other, complementary sources of funding if higher costs are anticipated.
6. The Travel Grant sub-committee must receive applications at least 6 months in advance of the proposed visit to ensure that a decision can be reached in time for travel arrangements and registration to be made.
7. Applications are considered quarterly with application closing dates on 01 March, 01 June, 01 September, and 01 December. Late applications will not be considered
8. The applicant's supervisor or Head of Department must complete and return the Letter of support form (available on the Travel Grants webpage) before your application can be considered.

### Conditions

1. Recipients of Travel Grants are expected to take out cancellation insurance to cover illness, bereavement, etc. In the event of a trip not being made, the award must be returned to the FSBI Treasury at the earliest opportunity.
2. Within two months of returning from travel, recipients must submit a report (form provided on the webpage, but please also send a copy as a Word document to the Newsletter Editor) of not more than 1750 characters (c. 200 words), which may be published wholly or in part in the Society's Newsletter. Failure to provide a report, following receipt of an award, will lead to a recipient becoming ineligible for further FSBI grants until a report is submitted.
3. Recipients of awards are not required to submit an account of their expenditure, but the recipient must retain all receipts for 3 years after the grant award in case the Society is subjected to an audit of expenditure that requires the receipts. Only actual expenditure, backed by receipts, is acceptable under Charities Law (i.e. *per diem* rates will not be accepted in lieu of receipts).

4. The grant holder is responsible for administration of the grant, which is normally paid in pounds Sterling or its equivalent in the local currency by direct electronic transfer into the recipient's personal bank account. Travel grants may be paid to the recipient's institution but only on the condition that the host institution agrees that no administrative overheads or other fees are taken from the grant, and that the entire amount is to be used by and for the recipient's proposed trip only. Consult the FSBI Treasurer ([treasurer@fsbi.org.uk](mailto:treasurer@fsbi.org.uk)) regarding payment of the grant.
5. The financial support of FSBI will be acknowledged in any poster or oral presentation made at a conference.

Please be aware that applications will not be submitted to the Travel Grant sub-committee until after the application round closing date. All applicants, whether successful or not, will be informed by the chair of the sub-committee but this may not be for up to two months after the closing date. Do not contact the Administration Office until two months have elapsed. Correspondence regarding the studentship should be directed to the chair of the Travel Grant sub-committee, and correspondence regarding payment of the award should be directed to the FSBI Treasurer.