



## Guidelines for awarding BioExcel travel grants

BioExcel travel grants are fixed-amount support grants (amount per day) to attend BioExcel training events. Please check the eligibility criteria, how to apply and the terms and conditions before applying.

**Note:** We encourage all travel grant applicants to actively pursue other sources of funding as the number of travel grants are limited and the process is highly competitive. Please carefully consider the eligibility criteria and the application instructions.

The link below will help you understand how we select applicants and beneficiaries of the travel grants (<http://www.ebi.ac.uk/training/handson/application>).

## Eligibility criteria

To be eligible for a BioExcel travel grant:

- BioExcel travel grants can only be used for BioExcel training events.
- You must be a student or early career scientist from an academic institution.
- Your research or primary activity has to be within the BioExcel CoE field of interest.
- You must not have received travel funding from BioExcel in the past 12 months.
- Your institute cannot be a partner on the BioExcel CoE.
- The maximum funding award is 120 EUR per day of the course/workshop
- Applications from individuals who are presenting at the meeting (if applicable) are looked on more favourably than those who are not presenting.

## How to apply

To apply for a BioExcel travel grant please:

- Complete the online course application form.
- If applicable, indicate during the application process whether you would like to be considered for a travel grant and if you would be able to attend if not in receipt of the grant. Alternatively the course description may state to email Vera Matser - [matser@ebi.ac.uk](mailto:matser@ebi.ac.uk) if you want to be considered for a travel grant.
- During the application process you will have been asked to submit a WORD document to [cpearson@ebi.ac.uk](mailto:cpearson@ebi.ac.uk) containing a short biography and motivation statement on why you want to attend this course (limit: 200 words). Make sure it addresses why this course *specifically*



would benefit you and your research. Be as specific as possible, this is our main selection criteria.

- Make sure that the letter of support from a supervisor or a senior co-worker (submitted as WORD document to [cpearton@ebi.ac.uk](mailto:cpearton@ebi.ac.uk) during application) which explained why you should be selected for this workshop also specifically addresses why you should be considered for the travel grant.

### **Terms and conditions**

If your application is successful:

- The travel grant can only be used for the BioExcel training event that you applied for.
- Applicants are still subject to the normal selection criteria. Please indicate during the application process (if applicable) that you would like to be considered for a travel grant.
- Travel grant is a reimbursement after the event.
- To claim reimbursement you must send the original receipts, a completed reimbursement form, course certificate of attendance and evidence of a completed feedback survey within 6 weeks of the event.
- You are required to write a blog post (300-400 words, incl. 1 photo) upon your return. Your report may be published on the BioExcel website and publicised via social media.