



Guidelines for Awarding BioExcel Travel Grants

BioExcel CoE Travel Award is a **fixed amount grant** to support life science academic researchers in attending BioExcel training events. The maximum funding award is EUR 120,00 per day of training event.

Please carefully consider the Travel Grant Award procedure, eligibility criteria, application instructions and terms and conditions before applying.

Travel Grant Award Procedure

- Travel Grant Awards will be made by the Organising Committee for the event.
- The Organising Committee has full authority in determining the number of awards given and the amounts awarded. The committee's decisions cannot be appealed.
- The Organising Committee will notify recipients of awards in accordance with the application and notification due dates.
- Travel Grant Award funding **will not be provided prior to the event**, instead, award funds will be released upon receipt of the appropriate post-event materials (see Terms and conditions section below).
- Applicants are still subject to the normal selection criteria for the event.
- **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.
- For the BioExcel Summer School 2023 please also see: https://ssl.eventilla.com/bioexcel_summer_school2023 (tab 'How to apply')

Eligibility criteria

To be eligible for a BioExcel Travel Grant:

- BioExcel Travel Grant can only be used for BioExcel training events.
- You must be a student or early career scientist from an academic institution of [\(EuroHPC JU\) participating countries](#).
- If your institution is one of the [BioExcel partners](#), [contact us](#) as soon as possible.
- 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.
- Priority will be given to applicants who will be presenting at the event (if applicable).

How to apply

To apply for a BioExcel Travel Grant please:

- Please make your online application for a course.
- During the application/registration process you will be asked on your need to be granted. Please select *Yes* or *No*.
- During the application/registration process you will be asked about how the course would benefit your research. Make sure that you clearly explain why this course specifically would benefit you and your research.
- Make sure that the requested letter of support from a supervisor or a senior co-worker which explained why you should be selected for this workshop also specifically addresses why you should be considered for the Travel Grant.
- Complete and submit the event application form.
- Please also send a separate e-mail to courses@csc.fi with a subject *BioExcel Travel Grant 2023* explaining in details why you should be considered for a Travel Grant.
- **You will be notified of the status of your application (successful, waiting list, rejected) and the decision on the Travel Grant Award.**

Terms and conditions

Once awarded, you are required to review the following terms and conditions in advance:

- The Travel Grant Award can only be claimed for the specific BioExcel training event that you applied for.
- Travel Grant claim should be submitted **only after event travel is complete and no later than 6 weeks after the event.**
- CSC as a BioExcel partner is responsible for administering travel grants. You will be contacted personally and provided with a **Travel Grant claim form** and detailed instructions on how to fill this in.
- You must provide the following documents in electronic form as proof of your travel and attendance:
 - completed and signed e-copy of the Travel Grant claim form;
 - e-copies of all travel related original receipts for *only allowable expenses* (airfare and public transport services in 2nd grade/tourist class, lodging if not covered by BioExcel, taxi fare if strictly needed). *Nonallowable costs* are: costs of meals and tips, phone calls, car-parking and congestion charges, post costs, family & pets expenses etc.). *For airline travel:*
 - a proof of travel: valid travel ID (electronic ticket or flight booking confirmation), boarding passes from the flight(s);
 - a proof of purchase: if your payment confirmation is not included in your e-ticket or booking, any other proof(s) of payment (e.g., an extraction of your bank statement).
 - e-copy of your course certificate.
- **Required outcome:** you are also 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.