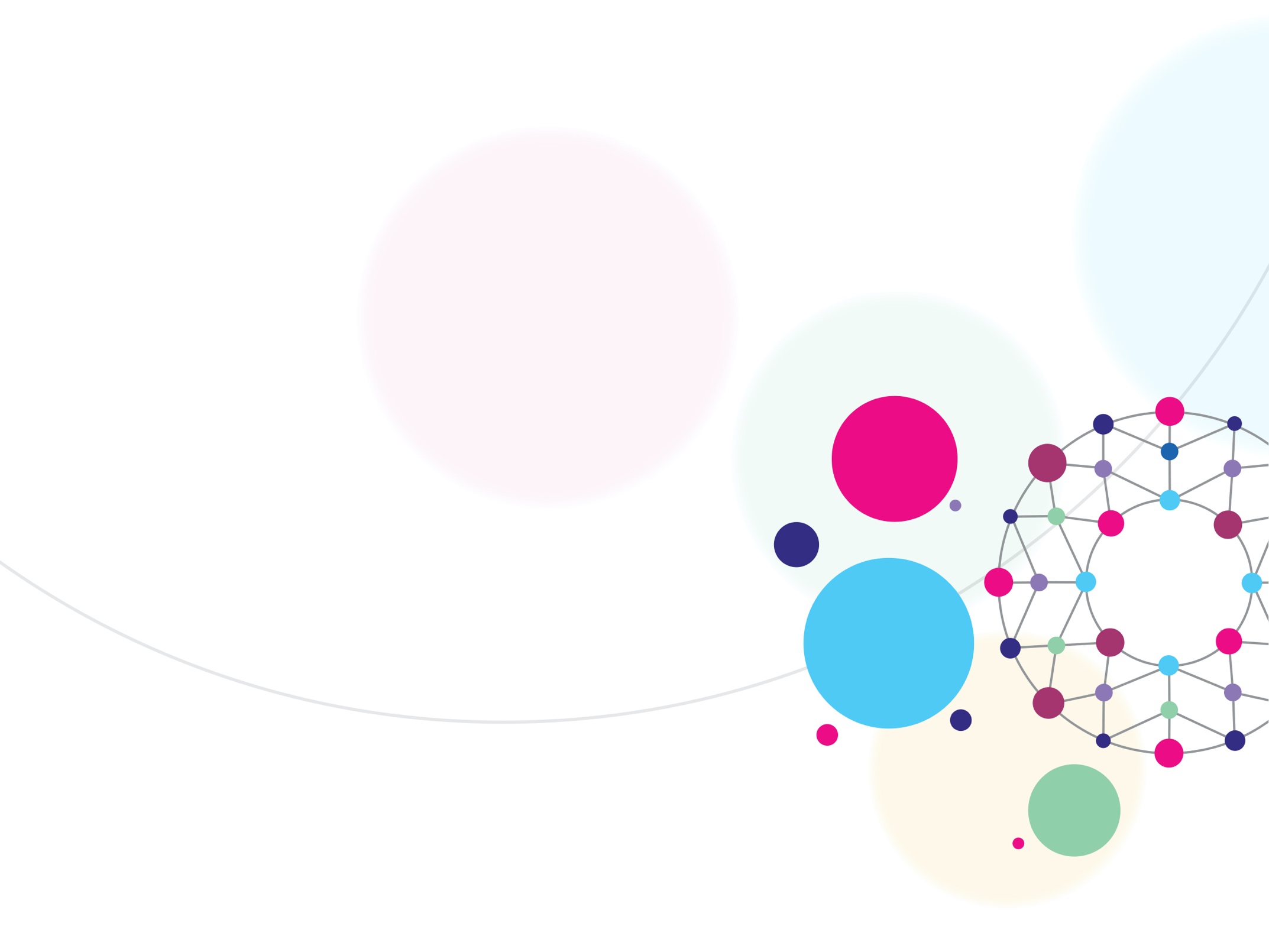
## 



## Travel Bursary Grants

**February 2022**

# **GUIDANCE FOR APPLICANTS**

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**GUIDANCE FOR APPLICANTS**

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# **About BioAirNet**

UK Research and Innovation (UKRI) awarded £3 million to support six research networks that will investigate solutions to air pollution. Poor air quality is a major environmental risk to public health in the UK. The new multidisciplinary networks will research ways to tackle major air quality challenges compounded by changing emissions sources and exposure patterns across the indoor and outdoor interface. Cranfield University is leading “Indoor/Outdoor Bioaerosols Interface and Relationships Network (BioAirNet)” in partnership with with the Universities of Oxford, Plymouth, Essex, and De Montfort, the UK Health Security Agency (UKHSA), the Environment Agency (EA) and (Defence Science and Technology Laboratory) DSTL.

BioAirNet aims to take a transdisciplinary approach to understand the complexity and connectivity among people, biological particulate matter (BioPM) exposure and health impacts across the indoor/outdoor continuum to inform interventions development, prioritisation, and assessment of environmental and health interventions.

BioAirNet operates via four interdisciplinary and interconnected themes:

1. BioPM sources and dynamics at the indoor/outdoor environments, covering the range of BioPM sources and identifying research needs
2. BioPM sampling and characterisation, covering microbial systems complexity, sampling and characterisation needs
3. Human health, behaviour, and wellbeing, covering human exposure to BioPM and risk to public health and prevention
4. Policy and public engagement, covering communication of evidence for healthy environments.

We are employing a range of activities and dissemination mechanisms. These include outreach (social media, university press office, website), annual stakeholders network events, theme group meetings producing guidance, roadmaps and policy documents, joint events with other Air Networks, sandpit workshops, exchanges, and short-term industrial placement for Early Career Researchers (ECRs), cross-disciplinary skills training and annual ECR events. To learn more about BioAirNet, ongoing activities and how to get in touch with us, please visit [www.bioairnet.co.uk](http://www.bioairnet.co.uk).

# **Travel Bursary Grants**

## What is a Travel Bursary?

Travel bursaries are available to help fund UK-based Network members attend and travel to and from national and international events/meetings.

Funds available are for:

* **Travel bursaries for early career researchers – UK only** are available for [qualifying BioAirNet members](#_Eligibility_-_General) to attend UK events relevant to the BioAirNet remit. Predominantly, though not exclusively, these might be ‘pre-authorised’ bursaries for attendance at BioAirNet events such as the annual stakeholders’ meetings and Early Career Researchers’ events. However, applicants can [apply to us](#_How_to_apply) with details of a specific request.
* **Travel bursaries for early career researchers – UK to overseas** are for [qualifying BioAirNet members](#_Eligibility_-_General) to present their work at high profile international meetings *which have a primary focus on some aspect of Bio(PM) science and technology*, or where this is one of the main themes of the conference. This is not intended for people who merely wish to attend or present a poster\*. In order to qualify, you should be able to demonstrate that you have had an oral presentation accepted at that particular conference. The presentation should seek to promote work conducted via a UK-based institution to a larger audience.

At the discretion of the Steering Group, these bursaries may be allocated by Call to specific conferences or topics and advertised to the membership. All conference events should offer opportunities for early career researchers to network and to have their work peer reviewed and discussed by experts in the field from around the world. In the review of your application, a major consideration will be how big an impact your work will make at the conference, and how great is the potential for networking within a peer group expert in the wider aspects of aerosol science, air chemistry and biology, microbiology, and health science and public engagement.

|  |  |  |
| --- | --- | --- |
| **Available Bursaries** | **Total available**  **(annual limit\*)** | **Max. value per award (incl. VAT)\*** |
| Travel Bursaries for early career researchers – UK only | 18 (6) | £300 |
| Travel Bursaries for early career researchers – UK to overseas | 6 (2) | £1,100 |

\* Limits may be altered over the course of the network at the Executive Group’s discretion. If so, these will be widely advertised.

All bursaries must be requested and approved in advance of the planned activities taking place. Each bursary has a maximum spending limit (above). We accept no responsibility for spending that exceeds that limit, either deliberately or accidentally.

We anticipate competition for these larger bursaries and will only support those who make a sound case for funding. Please give as much information as you can on [the application](#_The_Application_Form) to enable us to assess your particular circumstances without the need for further clarification.

## Aims and objectives of the Bursaries

These Bursaries are intended to further the aims and objectives of BioAirNet by:

* encouraging and fostering collaboration and networking opportunities for ECRs
* enabling members to attend relevant events that they would otherwise be unlikely to access
* promoting BioPM related research to a wider audience

Where we have supported attendance at a conference, we expect that our contribution is acknowledged in some way.

## Eligibility

Only UK-based academic members of BioAirNet may apply for bursaries. Membership is free and available at: <https://bioairnet.co.uk/join-our-network/>

Applicants must be academic members who qualify as an Early Career Researcher. Typically (though not exclusively), this would be an academic/postgraduate/post doctorate in a permanent position in a UK institution. This need not be full-time.

To be considered under the scheme, applicants at the time of submission:

* must have no more than three years’ full-time employment (or the full-time equivalent taking account of career breaks, part-time employment, etc.) at lecturer or equivalent level
* should not exceed 10 years in active postgraduate research studies and postdoctoral research employment

To be eligible – the PhD student or PDRA must be based at an eligible UK institution. This includes universities and other research institutions capable of receiving UKRI funds. If you have questions regarding your eligibility, please contact us at [contact@bioairnet.co.uk](mailto:contact@bioairnet.co.uk)

# **Application Process**

## How to apply

Application is through a simple application form available at <https://bioairnet.co.uk/funding/>

or by emailing [contact@bioairnet.co.uk](mailto:contact@bioairnet.co.uk). The form is filled in using the [guidance](#_Field_Guidance) below and emailed back to us with the relevant supporting documentation. Whilst we may set a deadline date in a call for a specific conference, applications are accepted at any time and should receive a response within 4 weeks from that point.

Applications should be emailed to [contact@bioairnet.co.uk](mailto:contact@bioairnet.co.uk) as a Word or PDF email attachment and will be acknowledged by email upon receipt with a reference number. Should an acknowledgement not be received in good time, please contact the Network Manager directly ([z.a.nasar@cranfield.ac.uk](mailto:z.a.nasar@cranfield.ac.uk)) to ensure your application is processed.

## Application form guidance

This section explains the structure of the application forms and offers guidance on the information to include in each section. The purpose of the application form is to obtain enough information to enable us to understand how well your submission aligns with the Network objectives. It is important that you address and respond to each section clearly.

To help you, the guidance below provides an explanation of what is required for each field.

Please include proof that you have been accepted for an oral presentation by the organisers with your application.

|  |  |  |
| --- | --- | --- |
| **Travel Bursary Application Form** | | |
| **Required Fields** | **Guidance** | **Maximum word limits/ further clarification** |
| **Application details** | | |
| Purpose of Travel Bursary | Please state the purpose of your application. | Word limit - 25 |
| Details of Event | Specify the name, date and location of the event/conference. | Please include a link to the website, if appropriate |
| Please explain why the travel costs cannot be met from existing funds (PhD funds or project funds) | You will need to make a case for funding based on your circumstances explaining why other sources of funding are unavailable to you. | No word limit |
| **Applicant’s details** | | |
| Applicant’s Name | Enter your full name as primary contact. | No word limit |
| Institution | Please give the name and address of the institution where you are employed | No word limit |
| Phone Number | Please give a contact number where we can reach you | No word limit |
| Email | Please give your email address. An academic (not personal) email address is preferred. | No word limit |
| Applicant’s Career to date | Please give a brief overview of your career, with positions held, institution and dates.  Also, provide details of any prior activities with the Network.  Are you a recipient of BioAirNet -funded research?  Have you presented or attended the BioAirNet events?  Which of our events have you participated in? | Word limit – 200  This assists us to verify your ECR status and BioPM science credentials and can be a simple table or list. You may attach a CV to the application if you wish. |
| Please confirm that you are a member of BioAirNet and eligible for funding | See [Eligibility](#_Eligibility_-_General) | Yes/No – delete as applicable |
| **Bursary Details** | | |
| Please provide a brief description of the background to the bursary request and purpose of the funded travel. Please also state how the bursary fits within BioAirNet research themes remit. | Applicants should use this opportunity to make a case for funding as we anticipate competition for the awards. See the BioAirNet website (<https://bioairnet.co.uk/> ) for details on the BioAirNet themes.  If you are a PhD student, see further information [below](#_Additional_information_for). | Word limit - 400 |
| Please list the key outcomes that will arise from this funding | Applicants should explain how this award furthers the objectives of BioAirNet. This section could cover international networking, dissemination of research, information exchange, etc. | Word limit- 300 |
| **Financial Details** | | |
| Please provide an estimate of the breakdown of funding costs below. For currency conversions, use <https://www1.oanda.com/currency/converter/>.Standard Cranfield university travel claim rules apply. | | |
| Conference registration | Please state the name, date, location and amount (£) if you wish to claim for conference registration fees | In pounds sterling (incl. tax, if applicable) |
| Accommodation | Please estimate the sum for your accommodation. Only reasonable costs for the destination will be reimbursed e.g., up to 3\* accommodation. | In pounds sterling (incl. tax, if applicable) |
| Travel | Please estimate the costs of all air/rail/taxi/bus travel. Only reasonable costs will be reimbursed. The cheapest form of available transport should always be used. Where a valid public transport option exists, a claim for taxis (or other more expensive options) will not be accepted as valid. | In pounds sterling (incl. tax, if applicable) |
| Subsistence/Other (please specify) | Please estimate your subsistence costs – if required. Only reasonable costs will be reimbursed. No claims will be accepted for alcohol purchase. Visa costs can be reimbursed if total award amount is not exceeded. | In pounds sterling (incl. tax, if applicable) |
| Total (£) contribution requested from BioAirNet | This should not exceed £1,100 | In pounds sterling (incl. tax, if applicable) |
| **Signature** | | |
| Applicant agrees to the following: I confirm that I wish to apply for an BioAirNet *Early Career Researcher Bursary,* that I am an BioAirNet member, and the information contained in the application is accurate to the best of my knowledge. I agree to provide a 500 words summary report and photograph(s) upon completion of the bursary. | | Please sign, date and print your name. A scanned signature is acceptable. |

## Additional information for PhD students

UK PhD students typically have funding for travel included within their PhD stipend.

If this is not the case, the PhD student should clearly explain *why* on their application. This might be, for example, that their particular source of funding simply does not include such provision. Please give sufficient detail to justify your application to BioAirNet. Explain why travel cannot take place without support.

If funding for travel is included within the PhD stipend, please explain carefully why this travel cannot take place without further support. For example, if applying to speak at a particularly expensive conference, we would want to see justification for that choice over a smaller, more affordable one. If the included stipend funding has already been spent, justify why additional funds are needed to travel again.

All applications from PhD students MUST be accompanied by a letter of support from their supervisor (who should be UKRI eligible). The letter of support should also explain the student’s funding circumstances.

## Process for Bursary review

Application

Application rejected and applicant informed: Out of scope/annual Bursary allocation already reached

Network Manager

Application rejected and applicant informed: Insufficient justification of resources

Assessment by Executive Group/Management Board Members

Application successful and applicant informed

Submissions will first be sifted by the Network Manager to ensure they are consistent with the aims and objectives of the Network. Should sufficient funds remain available, they will then be passed to a member of the Steering Group or Management Board for assessment and approval. Applicants who have participated in BioAirNet activities (e.g., attended an event) will be viewed favourably. Applications may then be funded (up to the annual limit), rejected or further clarification sought from the applicant to assist the decision. Decisions are entirely at the discretion of the Steering Group for final approval. We aim to assess proposals and reply within 4 weeks.

## Checklist

Have you included

* **Application**.
* **Letter of invitation**. For this bursary, we ask that the applicant attach a copy of the conference invitation letter as proof that an oral presentation of the paper is being given.
* **Letter of Support**. PhD students will need an accompanying Letter of Support from their PhD Supervisor. Supervisors should ensure that this explains the student’s funding situation. This helps to avoid delays while we seek clarification

# **If the Award is successful**

If successful, the applicant will be informed via email and provided with a reference number which should be used on all further correspondence. This email will confirm the maximum amount of funds that can be claimed under the travel bursary award for the purposes stated in the application. Any further stipulations specific to the offer will also be outlined. An expenses form and bank details form will be attached. Recipients are responsible for completing their own expense claims.

Once the travel has been completed, recipients will be required to submit a short report on their activities which will be made available on our website and may be published more widely elsewhere. The report should, where possible/appropriate, include copyright free images and photographs, which should also be provided to us as separate attachments in high-resolution. If you promote your placement through social media or other publicity routes, BioAirNet would be grateful for acknowledgement of our support. We are @BioAirNet1 on Twitter. Funds will be paid in arrears, if supported by original receipts and the summary report. It is the responsibility of the applicant to post the original receipts/travel tickets to us, along with the expenses claim form and the bank details form. We cannot process your expenses claim without this information. Please ensure that you have retained copies both for your own records and in case of loss of the original receipts. Note that in case of air travel, a valid boarding pass for the return journey is required as proof of travel. No equipment purchase of any kind is permitted. If in doubt, contact the Network Managers for advice prior to any large purchase. Applicants must ensure that they hold the appropriate visa which has been applied for in good time. BioAirNet will not be held responsible for any costs incurred should a visa not arrive on time, rendering the applicant unable to attend.

Should the conditions of payment of the Award present any difficulties that might hinder uptake of the award, please contact the Network Manager at [contact@bioairnet.co.uk](mailto:contact@bioairnet.co.uk) to discuss alternative payment arrangements. Note that the award is non-transferable.

# **Data Protection Regulations**

The PI of the BioAirNet grant has the responsibility for keeping data relating to the grant secure and safe. Copies of the applications will be made available to the NERC, who will use this information for research related activities, including but not limited to, transfer of funds, statistical analysis in relation to evaluation of the SPF clean air programme activities, study of trends and policy and strategy studies. Copies will also be made available to members of the Executive Group and Management Board for the purpose of assessment and evaluation such as processing the proposal, the award of any consequential grant and for the payment, maintenance, and review of the grant.

We are expecting applicants to conform to the NERC guidelines for data sharing: <https://nerc.ukri.org/research/sites/environmental-data-service-eds/policy/>. To meet the Research Councils’ obligations for public accountability and the dissemination of information, details of funded awards may also be made available on the Research Councils’ websites and other publicly available databases, and in reports, documents, and mailing lists.

# **Contact Details**

For any queries, please email the Network Manager, Dr Zaheer Nasar at [contact@bioairnet.co.uk](mailto:contact@bioairnet.co.uk).

Letter

Description automatically generated