

BASL NURSE TRAVEL BURSARY SCHOLARSHIP 2017

BASL Annual Meeting 20-22 September 2017, Warwick Conference Centre

Guidance Notes

IMPORTANT DATES

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| Bursary Application Deadline: | 30 th June |
| Review Process by BASL Panel | 3 rd - 7 th July |
| Advise applicants of status of their submission | 14 th July |
| Deadline for confirmation of acceptance | 21 st July |
| Deadline for receipts for reimbursement of expenses | 20 th October |

Overview

BASL has made available 25 travel bursary scholarship awards for BASL Nurse Forum (BASLNF) members to attend the forthcoming BASL Annual Meeting and Nurses Day. Scholarship awards are **capped at a maximum of £250 per person** and are considered a contribution towards an award winner's registration fee, travel and accommodation expenses, but not subsistence. Nurses who have been granted another bursary to attend BASL 2017 are not eligible to apply.

Eligibility

- Applications are invited from BASL Nurse Forum members who are UK-based Nurses in the field of Hepatology medicine.
- Applicants must complete the NMC/Professional body number section on the application form.
- There will be a maximum of 25 awards

How to apply

- Applicants will need to complete the formal Application Form for travel bursaries for the BASL Annual Meeting 2017.
- As part of the application form applicants will need to outline how the BASL Annual Meeting will benefit themselves and others in their future career.
- Applicants need to submit their application form **via email** to BASL at Gemma.bell@execbs.com AND as a hard copy **by post** to: Gemma Bell, BASL Secretariat, c/o Executive Business Support Ltd, City Wharf, Davidson Road, Lichfield, Staffordshire WS14 9DZ.
- BOTH electronic and hard copy applications must be received by the application deadline of **17:00 on 30th June 2017** to be accepted for review by the BASL-

appointed review panel. Applicants will receive an email confirming receipt of their completed application form (electronic and hard copy).

- It is permissible for applicants to seek funding from other sources to supplement the bursaries available from BASL.

Review process and accepting your award

- Following review of all applications fulfilling the above criteria, applicants will be notified by **14th July 2017** as to whether their application has been successful. BASL's decision is final and will not enter into correspondence regarding the final decision.
- If any of the winning applicants fail to formally accept their award by the deadline of **21st July 2017** these awards will then be offered to other applicants who form a reserve list.

Requirements of accepting a travel bursary award

- Following formal acceptance of their award, award winners are committed to attending all or part of the BASL Annual Meeting 2017, and when claiming reimbursement all applicants need to supply a copy of their BASL registration confirmation even if they are not using the bursary to cover registration fees.
- Award Winners will be responsible for registering for the meeting and making their own travel, accommodation and subsistence arrangements.
- Following attendance at the meeting, award winners will need to apply for reimbursement, in writing, submitting original receipts up to the maximum value of £250 for one or all of the following: their registration fee, reasonable accommodation costs (max £150 per night – must not be more than a 4 star hotel) and travel expenses (economy class airfares / transfers via public transport where feasible or by taxi). The bursary award does not cover subsistence or any additional costs incurred by the award winner that fall outside of attending the BASL Annual meeting.
- Request for reimbursement of expenses must be received following return from the meeting and, within 28 days of return (deadline **20th October 2017**). You will be required to complete an expenses form declaring that submitted expenses have not been claimed for reimbursement from elsewhere.
- In the event of exceptional unforeseen circumstances leading to an award winner determining that he or she is no longer able to attend the meeting, they must contact BASL in writing immediately to cancel their scholarship award. Any subsequent refunds for costs previously incurred (including cancellation charges) will be made at the sole discretion of BASL.