

BLNA NURSE TRAVEL BURSARY SCHOLARSHIP 2019
Supported by Norgine who provided funding
22nd March 2019, Macdonald Burlington Hotel, Birmingham

Guidance Notes

IMPORTANT DATES

Bursary Application Deadline:	22 nd February
Advise applicants of status of their submission	8 th March
Deadline for confirmation of acceptance	15 th March (midday)
Deadline for receipts for reimbursement of expenses	19 th April

Overview

Norgine have sponsored this year’s travel bursaries and made available 10 travel bursary scholarship awards for members to attend the forthcoming BLNA March Meeting. Scholarship awards are **capped at a maximum of £100 per person** and are considered a contribution towards a registration fee, travel and accommodation expenses, but not subsistence. Nurses who have been granted another bursary to attend BLNA 2019 are not eligible to apply.

Eligibility

- Applications are invited from BASL/BLNA 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 10 awards

How to apply

- Applicants will need to complete the formal Application Form for travel bursaries for the BLNA Meeting 2019.
- As part of the application form applicants will need to outline how the BLNA Meeting will benefit themselves and others in their future career.
- Applicants need to submit their application form **via email** to BLNA at gemma.bell@execbs.com
- Applications must be received by the application deadline of **17:00 on 22nd February 2019** to be accepted for review by the BLNA appointed review panel. Applicants will receive an email confirming receipt of their completed application form.

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

Review process and accepting your award

- Following review of all applications fulfilling the above criteria, applicants will be notified week commencing **by 8th March** as to whether their application has been successful. BLNA'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 **midday on 15th March 2019** 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 of the BLNA Meeting 2019, and when claiming reimbursement all applicants need to supply a copy of their BLNA 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 £100 for one or all of the following: their registration fee, reasonable accommodation costs 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 BLNA Annual meeting.
- Request for reimbursement of expenses must be received following return from the meeting and by the deadline date of **19th April 2019**. 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 BLNA 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 BLNA.