

## TRAVEL BURSARY SCHOLARSHIP 2016

BASL Annual Meeting 7-9 September 2016, Manchester.

### Guidance Notes

#### IMPORTANT DATES

Bursary Application Deadline:	10 <sup>th</sup> June
Review Process by BASL Panel	10 <sup>th</sup> June – 21 <sup>st</sup> June
Advise applicants of status of their submission	27 <sup>th</sup> June
Deadline for confirmation of acceptance	4 <sup>th</sup> July
Advise reserve list of status of their submission	8 <sup>th</sup> July
Deadline for reserve list to confirm their acceptance	15 <sup>th</sup> July
Deadline for receipts for reimbursement of expenses	7 <sup>th</sup> October

#### Overview

AbbVie Ltd is supporting 30 scholarship awards to be made available to Nurses to attend the forthcoming BASL Annual Meeting. Scholarship awards are **capped at a maximum of £500.00 per person** and are considered a contribution towards an award winner's registration fee, travel and accommodation expenses, but not subsistence.

#### Eligibility

- Applications are invited from 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 30 awards

#### How to apply

- Applicants will need to complete the formal Application Form for travel bursaries for the BASL Annual Meeting 2016.
- 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 [jane.douthwaite@execbs.com](mailto:jane.douthwaite@execbs.com) AND as a hard copy **by post** to: Jane Douthwaite, 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 **10<sup>th</sup> June 2016** 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 Abbvie Ltd.

This travel bursary is funded by AbbVie Ltd, however, AbbVie Ltd have no involvement in the selection of the recipients of the bursary. Details regarding the application and review process for the scholarships can be found as part of these Guidance Notes.

## Review process and accepting your award

- Following review of all applications fulfilling the above criteria, applicants will be notified by **27<sup>th</sup> June 2016** 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 **4<sup>th</sup> July 2016** these awards will then be offered to other applicants who form a reserve list. Those applicants on the reserve list will be informed on **8<sup>th</sup> July 2016** as to whether they are currently being offered a place and will have until the deadline of **15<sup>th</sup> July 2016** to formally accept their award in writing or via email.

## 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 2016, 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 £500.00 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 **7<sup>th</sup> October 2016**). 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.