

BASL/BLNA/BHPG/BAAL TRAVEL BURSARY 2024

Available to Nurses, AHPs and Pharmacists

**BASL/BLNA Annual Meeting 9th – 11th October
Harrogate Convention Centre
Guidance Notes**

IMPORTANT DATES

Bursary Application Deadline:	5PM – 12 th August 2024
Advise applicants of status of their submission	16 th August 2024
Deadline for confirmation of acceptance	Midday Friday 23rd August 2024
Deadline for receipts for reimbursement of expenses	11 th November 2024

Overview

There are a number of sponsored travel bursary scholarship awards for members this year to attend the forthcoming BASL / BLNA October Meeting. Scholarship awards are **capped at a maximum of £300, £200 or £100 per person dependent upon which bursary level has been awarded** and are considered a contribution towards a registration fee, travel and accommodation expenses, but not subsistence. Members who have been granted another bursary to attend the BASL/BLNA October meeting 2024 are not eligible to apply.

Eligibility

- Applications are invited from BASL/BLNA/BHPG/BAAL members who are UK-based Nurses, AHPs and Pharmacists in the field of Liver.
- Applicants must complete the NMC/Professional body number section on the application form (if applicable).
- There is a maximum of number of awards available and therefore bursaries are not guaranteed.

How to Apply

- Applicants will need to complete the formal Application Form for travel bursaries for the BASL / BLNA October Meeting 2024.
- As part of the application form applicants will need to outline how the BASL / BLNA Meeting will benefit themselves and others in their future career.

- Applicants need to submit their application form **via email** to the BASL Event Manager at conference@basl.org.uk .
- Applications must be received by the application deadline of **17:00 on Monday 12th August 2024** to be accepted for review by the BASL/BLNA/BHPG/BAAL 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 BASL, however delegates who have been granted another bursary to attend BASL / BLNA October Meeting 2024 are not eligible to apply.
- Speakers at the October meeting who have been granted an honorarium, cannot claim a bursary and an honorarium for the same meeting.
- If you were awarded a BASL/BLNA/BHPG/BAAL bursary in the previous year you may not be eligible for a bursary this year.

Review process and accepting your award

- Following review of all applications fulfilling the above criteria, applicants will be notified **by 16th August 2024** 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 **midday on Friday 23rd August** 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 BASL or BLNA Nurse Meeting in October 2024, and when claiming reimbursement all applicants need to supply a copy of their BASL/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 £300, £200 or £100 dependent upon which bursary level has been awarded** 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).
NB: if you are awarded a smaller bursary for example to cover travel expenses at £100 and your travel expenses come in at under £100 you are eligible to include a portion of the registration fee or a portion of any accommodation costs in your total claim just as long as the total amount claimed does not exceed the £100 bursary awarded.
- The bursary award does not cover subsistence or any additional costs incurred by the award winner that fall outside of attending the BASL / BLNA Nurse Meeting.
- Request for reimbursement of expenses must be received following return from the meeting and by the deadline date of **11th November 2024**. 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 they are 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.