

The Patricia McGregor Travel Fellowships Fund Guidance for applicants

The Patricia McGregor Travel Fellowships Fund has been set up in memory of Patricia McGregor. The Fund will be administered by the Royal Marsden NHS Foundation Trust and the Clinical Research Executive will aim to review and consider the applications within four weeks of submission.

Use of the Fund

The Fund is to be used in order to enable the Trust to provide travel fellowships for staff to attend and present at vital oncology related medical conferences in the UK or overseas.

- Travel and attendance for Royal Marsden NHS Foundation Trust (RM) staff at national and international conferences to present their findings/data
- Specifically oncology related medical conferences

Eligibility

Applications for a travel bursary are only open to employees of the RM and are specifically for junior researchers such as:

- junior medical staff (below consultant level)
- nursing staff
- allied health professionals

Assessment process

Applications will be assessed and approved by the Clinical Research Executive on the relevance of the conference to local and national Research & Development priorities.

Priority will be given to:

- Junior staff presenting their findings/data at a conference/seminar
- Projects that would help fulfil the Trust's research priorities
- Projects likely to have an impact on oncology practice in the NHS

A fully completed application, abstract and presenting document/s must be submitted to patricia.mcgregor@rmh.nhs.uk at least **30 days** prior to the conference start date. Applications submitted within **30 days** of the conference start date will be rejected.

Once you have attended the conference, if your award is above £1000 please can you provide a 1-2 page report discussing your attendance and participation at the conference, including:

- reaction to your presentation;
- what learning came out of the conference;
- what benefit you received by attending the conference.

Please send this to patricia.mcgregor@rmh.nhs.uk within **30 days** of the conference end date.

Completing the application

1. Applicant details

Please provide your RM employee details, such as: RM employee number, name, job title, department and the type of employment contract you have (e.g. part-time, full-time, contract).

2. Conference details

Provide specific details of the conference you are attending, such as: name, location, start and end date of the conference, the reason why you are attending and title of the work you are presenting (e.g. presentation, abstract, poster) and include a copy of the abstract.

3. Costing details

Use the maximum funding limits table below to calculate how much funding you are requesting.

| Maximum funding limits | | |
|------------------------------|---|------|
| Travel costs | within the UK | £100 |
| | within Europe | £200 |
| | other | £500 |
| Accommodation costs | £80 per day (up to a maximum of 4 days) | |
| Conference registration cost | £200 | |

4. Explanation details

Please include the reason(s) for your choice of conference, how your participation will benefit your research career and study area. This should only be up to a maximum of 300 words.

5. Supporting statement

A supporting statement from your Head of Department/Manager which indicates their support for the following:

- Applicants suitability for the conference (e.g. study area and level)
- Suitability of the research being presented at the conference
- This should only be up to a maximum of 100 words.

6. Note to applicant

Please make sure that you read and understand the note below.

The administrators cannot, and will not, be responsible for any costs incurred by the applicant prior to the outcome of this application.

Should the applicant wish to make and pay for travel or accommodation arrangements prior to their decision they do so at their own risk.

Please ensure you view the funding conditions in below.

7. Declaration

Once the application has been fully completed following the guidance above, please sign the declaration to validate the information you have completed in the application form is an accurate reflection of the anticipated costs and justification for attending the conference.

Funding Conditions

- The fund is to contribute towards the cost of attending conferences, and not necessarily to cover them.
- Should your costs be below the maximum funding limit you are not permitted to transfer the difference to another cost heading.
- The Fund can only be used to purchase standard economy travel and any upgrade would be up to the awardee.
- Payment will be processed following a completed 'Charity creditor payment' form and all original receipts submitted to Duncan Walsh, BRC Officer (Grants) at patricia.mcgregor@rmh.nhs.uk. Payments are processed on the first Friday of every month and any submissions after this will be carried into the next calendar month.
- Each eligible applicant will be allowed a maximum of two successful applications whilst employed by Royal Marsden NHS Foundation Trust.
- An applicant's eligibility for the Fund will be assessed by the Panel.
- The Panel's decision is final, and re-submissions are not permitted.

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If you have any questions regarding the Patricia McGregor Travel Fellowships Fund, please contact Duncan Walsh, BRC Officer (Grants) at patricia.mcgregor@rmh.nhs.uk.