**Travelling Fellowship Application Form**

Checklist of items to be included with application:

|  |  |
| --- | --- |
|  | Letter of support from Head of Department |
|  |  |
|  | Letter of support from Supervisor |
|  |  |
|  | Letter of support from host laboratory |
|  |  |
|  | Publication list (state if you have not had any work published) |
|  |  |
|  | CV |

**Successful applicants:**

If an award is granted, we will require:

1. Acknowledgement of receipt of the cheque
2. Copies of all of your receipts, once you have returned from your trip
3. A 250-500 word **summary** of the results obtained from your visit for publication on our website

|  |  |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Status (e.g. postgraduate, post-doctoral fellow) |  |
| Date PhD awarded or due(month and year) |  |
| Telephone number |  |
| Email address |  |
| Home laboratory address |  |
| Host laboratory address and contact name (please provide full details, including country) |  |
| Details of travel, including dates and duration |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Funding required to undertake your visit to another laboratory**If your application is successful we will require copies of all of your receipts, on your return.** |  | TravelType of travel (e.g. flights/train/car) and details of cost. |  |
|  |
|  |
|  | Accommodation Type of accommodation (hotel/college/room rental) and nightly/monthly rate. |  |
|  |
|  |
|  | SubsistenceAllowance for food. |  |
|  |
|  |
|  | Fees Visa fees or bench fees. |  |
|  |
|  |
|  |  | **Total (please state currency required):** |  |
| **Funding amount requested in this application:**£ |  |
| Funding sought from other sources*(N.B. You can only apply to one journal for funding. Applications to multiple journals will not be accepted.)* |  | Self |  |
|  |
|  |
|  | University |
|  |
|  |
|  | Society |
|  |
|  |
|  | Other |
|  |
|  |
| Project title |  |
| Abstract of the project proposal (maximum 100 words) |   |
| Project Proposal (maximum 1500 words)To be provided on separate A4 sheets (single spaced, 11pt font)Where appropriate provide a hypothesis-driven approach.Please provide word count. | Use the following sections in your research proposal;• Title• Background and Aims• Reason for visit to this specific host laboratory• Significance and Expected Outcomes• Approach and Methodology• Literature cited (not included in the 1500 word limit) |
| Have you applied for a Travelling Fellowship from The Company of Biologists before? If so when? |  |
| How did you hear about our Travelling Fellowships? For example advert, on-line search, journal website, The Company of Biologist’s website, postcard, recommendation. |  |

**PLEASE NOTE:**

* **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU MEET THE CRITERIA REQUIRED TO APPLY FOR A DEVELOPMENT TRAVELLING FELLOWSHIP**
* **WE ARE UNABLE TO GIVE ANY GUIDANCE ON YOUR APPLICATION**
* **ANY REQUIRED INFORMATION OMITTED FROM YOUR APPLICATION WILL AUTOMATICALLY BE REJECTED**

**Application submission details:**

**Deadlines:** \* 30 April

 \* 31 August

 \* 31 December

**Mail:**  Charity Administrator

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 Station Road

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 UK

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