

**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.** |  | Travel  Type of travel (e.g. flights/train/car) and details of cost. |  |
|  |
|  |
|  | Accommodation  Type of accommodation (hotel/college/room rental) and nightly/monthly rate. |  |
|  |
|  |
|  | Subsistence  Allowance 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

The Company of Biologists Limited

Bidder Building

Station Road

Histon, Cambridge CB24 9LF

UK

**Email:**  [charity@biologists.com](mailto:charity@biologists.com)