

ECMSAS 2008 Travel Bursaries Application Instructions

Description & Criteria of Awards

Participants from South Asia and Eastern Europe

In recognition of the high costs of travel to Europe faced by participants in ECMSAS coming from South Asia or Eastern Europe, the Academic Committee is offering a small number of travel bursaries.

Each bursary will be of a value *up to* £500 Sterling, which may only be used to offset the costs of international travel. In addition, each recipient of a bursary will also be given a remission of the conference fee, up to the maximum value of £155.

These awards will be allotted on the merit of the application (see below for details) and can be applied for by South Asian and Eastern European participants of any academic rank from postgraduate students through to full professors, as well as participants working outside or independently of an academic institution.

Postgraduate Student Participants from the United Kingdom

In addition to the bursaries for participants from South Asia and Eastern Europe, the Academic Committee is also offering travel bursaries to Postgraduate Students from the United Kingdom and Western Europe who are presenting papers at ECMSAS. These bursaries will have a maximum value of *up to* £300. In addition, each recipient of a bursary will also be given a remission of the reduced conference fee, up to the maximum value of £75.

The decisions will be made by the Academic Committee of the 20th ECMSAS by a process of ballot in two rounds in November 2007 and January 2008. Applicants are able to submit their applications to either or both these rounds.

Applications for the first round need to arrive no later than *30th November 2007*.

Applications for the second round need to arrive no later than *31st January 2008*.

No exceptions can be made for late submissions. It is the applicant's responsibility to ensure the timely and safe delivery of their application.

Regrettably, the Academic Committee is unable to offer awards to participants who are not coming from Eastern Europe or South Asia, or to non-UK/Western Europe based postgraduate students (other than those from Eastern Europe or South Asia)

The Application Process

All applications for bursaries will be judged on the basis of the information provided on (a) the application form and (b) the referee's supporting statement.

Please download the application form and complete it by computer if possible. Then print out, sign and post your application along with your referee's supporting statement.

On the application form, you will be asked to state:

- i) Name – Address – Affiliation – Highest Degree awarded
- ii) The title of the paper to be presented at ECMSAS
- iii) The number and name of the panel in which the paper will be presented (and whether the paper has been accepted yet by the panel convenor/s)
- iv) A short abstract of the paper (up to 300 words)
- v) A supporting statement of up to 300 words detailing (a) why you need this travel award and are not eligible for alternative sources of funding and (b) why it is important that you present this paper at ECMSAS in the context of your current and future research.

In addition, all applications must be accompanied by a supporting *academic reference*. In order to help the Academic Committee in its deliberations, this reference should be written in connection with the research which will be presented at ECMSAS and should not be a general eulogy of the applicant's overall merits.

The applicant should ask her or his referee to send the reference to them directly in an envelope sealed and with the referee's signature across the seal. The reference should then be submitted together with the completed application form and sent by post or courier to:

ECMSAS Travel Bursaries
Janet Meredith
Martin Harris Building
University of Manchester
Bridgeford Street,
Manchester, M13 9PL
UNITED KINGDOM

Applicants are responsible for ensuring the timely delivery of their applications before the closing date of either *30th November 2007* or *31st January 2008*.

Applications which have not been successful in the first round will be automatically reconsidered in the second round - you do not need to resubmit your application. You should, however, consider seeking alternative sources of funding in case your application is not successful in the second round.

Notification and Reimbursement of Bursaries

Applicants will be notified by email as soon as possible if their application is successful after the relevant Academic Committee meeting in either early December 2007 or early February 2008.

The Committee will also send a formal letter notifying the applicant of the award and of the conditions for reimbursement.

Please note that regrettably no moneys can be provided in advance of the purchase of flight tickets. You will be reimbursed for the cost of your flight ticket *up to a maximum of £500* once we have received original documentation of the ticket's purchase. The conference organisers will however try to ensure that reimbursements are made as quickly as possible.

Full details of the reimbursement procedure will be given to successful applicants.