**SOCIETY FOR THE STUDY OF BEHAVIOURAL PHENOTYPES**

# An International Organisation

The SSBP is a Registered Charity: Charity No:1013849

**TRAVEL GRANT APPLICATION**

(Expand the spaces below as necessary)

Name:

Affiliation:

Purpose, date and justification for travel, explaining how the proposed travel will progress the study of behavioural phenotypes (150 words max). If the grant is for assistance in attending a conference, also state if an oral presentation or poster will be submitted or has been accepted:

Total estimated cost of visit (broken down into travel (identified as air, ground etc), accommodation, conference fee etc):

Other sources of funds awarded or applied for (and likely date of outcome if not yet known):

In applying for this grant, I confirm that I have been a member of SSBP for the current and preceding two years (one year in the case of LMIC members), and I accept the conditions set out in the notes below.

Signature (may be pasted in): Date:

For applications from student members:

Name and Signature (may be pasted in) of Supervisor: Date:

On completion, please return this form by email to ssbpliz@gmail.com

**Notes**

1) Applications are restricted to current SSBP members who have also been members for at least the two preceding years [one preceding year for applicants from Lower/Middle Income Countries (LMIC)], and whose subscriptions for the relevant years (whether full, student or LMIC) including the current year, have been paid.

Current committee members are not eligible to apply for travel grants to attend the annual SSBP meeting, other than in exceptional circumstances. They may, however, apply for travel grants for other research purposes (see item 3 below).

2) Deadlines are 1 June and 1 December. Applications must be emailed to ssbpliz@gmail.com by noon UK time on the deadline day. The Society hopes to decide on applications within one month of the deadline, but cannot guarantee to do so. The application must use the form above, but can extend beyond one side if needed.

3) Grants may be used for travel to a conference (and may include a contribution to registration fees) or for travel for research purposes. Student members applying for support to attend the SSBP annual meeting should apply for a Bursary and not for a Travel Grant.

4) Grants covering travel will be limited to economy class fares.

5) Grants are not ordinarily available for speakers who are giving invited presentations at conferences, as it is expected that speakers’ costs will be covered. Where this is not the case, approval should be sought from the SSBP before applying.

6) Where an application is to support conference attendance, preference may be given to applicants giving an offered presentation (oral or poster). The SSBP may also take into account length of SSBP membership, any other service to the Society, and any previous grants awarded by the Society. Preference may be given to applicants from LMICs.

7) The SSBP should be acknowledged and its logo used in any presentation supported by the grant.

8) Grants are limited to GBP500 (or equivalent *at the time of payment by SSBP* – i.e. they will not be altered to reflect exchange rate fluctuations) and payment will be made retrospectively against receipts submitted.

9) Travel must be completed within one year of the application submission deadline. All claims must be made within one month of travel being completed, and be accompanied by a report suitable for use in the newsletter.

10) The SSBP is unable to assist with making any travel arrangements, and does not underwrite the travel in any way. In the event that the proposed travel is cancelled for any reason, the grant will not be made. It is therefore in applicants’ interests to make their own insurance arrangements.