



## The Company of Biologists Travelling Fellowships

### Applicant Handbook

This handbook will help you to complete your application and to understand the terms and conditions of the Journal Travelling Fellowship. **Please read thoroughly before submitting your application.**

#### What is a Company of Biologists Travelling Fellowship?

- The Company of Biologists' journals - *Development*, *Journal of Cell Science*, *Journal of Experimental Biology and Disease Models & Mechanisms* - offer Travelling Fellowships to graduate students and post-doctoral researchers wishing to undertake collaborative visits to other laboratories. These fellowships are designed to offset the cost of travel and related expenses.
- Visit length is usually between two weeks and three months.
- The maximum value of an award is £3,000 or currency equivalent.
- Travelling Fellowships **do not** support attendance at scientific meetings, conferences or training courses.

#### Who can apply for a Travelling Fellowship?

- Early career scientists, which includes graduate students and post-doctoral researchers.
- Applications are strictly limited to one journal per round of funding per person and only one person per home laboratory.
- Travelling Fellowships can only be applied for once every 2 years per applicant from any of the Company's journals.
- Travelling Fellowships cannot be awarded to collaborations that have already commenced before the decision date, which can be up to 6 weeks after the deadline date.
- Although there is no restriction on nationality, we are unable to pay awards to recipients in jurisdictions, countries or regions of the world subject to sanctions, embargoes or other political trade restrictions put in place by the United Nations, the EU or the UK.

#### How are applications assessed?

- An Editor of the journal to which the application has been submitted will referee the proposal, being an expert in the area of research covered by the journal.
- Applications will be evaluated for their merit across several attributes, including suitability of the host lab, merit of the research proposal, applicant's track record, benefit to the applicant's home lab/institute and financial feasibility.
- Applicants will generally be informed of the outcome of their application within 6 weeks of the application deadline.

#### Completing the application form:

- You may only apply to one journal. Please ensure that the chosen journal is the most relevant to your field of study.
- Unsuccessful applicants may re-apply for a Travelling Fellowship for a revised project 12 months from the date of the original application.
- All sections of the application must be completed unless specifically stated.
- The application and all supporting documents must be submitted in English.
- Applications will not be considered retrospectively.

- If possible, please convert your attachments into a PDF file.
- It is your responsibility to ensure that you meet the criteria required for the Travelling Fellowship.
- Incomplete applications will **not** be accepted.

Documents to be submitted with your application:

- **Letter of status** from your Head of Department should include who you are, what you are doing and how long you have been at the home institution. [Note: If your Head of Department is also your supervisor, separate letters should be provided, one in each capacity]
- **Letter of support** from your supervisor should make specific reference to the Travelling Fellowship.
- **Letter of support** from your host laboratory should refer to the proposed project.
- Curriculum Vitae
- Publication list

**All supporting letters must be:**

- Provided on headed paper, written in English and signed.
- Submitted with the application either as one document or separate attachments. We do not accept supporting letters directly from Head of Department, supervisor or host lab.

- **Host laboratory.** The host should be the person responsible for receiving the applicant and contact information should include their position and email address.
- **Details of travel** should include dates of the proposed visit which may be provisional at the time of application, but should be confirmed prior to your visit if the Travelling Fellowship is awarded.

The total amount requested should not exceed £3,000. An exceptional reason is required for awarding more than £3,000.

You should indicate how you propose to use the funds.

- **Travel and accommodation:** Please include a level of detail to support your request, e.g. return flights LHR to SEA (British Airways) or accommodation 10 nights at Orchard Hotel single en-suite room. Travel insurance is **not** included.
- **Fees:** Includes visa fees and bench fees.
- Estimated costs are acceptable, as you will be required to provide evidence of expenditure and return unspent funds.

- **Funding sought from other sources.** If you have applied or intend to apply to other funding bodies, then please provide details in this section. This should include the amount requested and a link to the organisation website. If you do not intend to receive additional funding for your visit then this section should be left blank.
- **Project proposal** should include full details and explanation of the project. Please show how the project will advance your own research.

**Application deadlines:**

- Please refer to our website <http://www.biologists.com/travelling-fellowships/>.

### **Receipts [evidence of expenditure] from successful applicants:**

- We will require receipts following the completion of your trip and return of unused funds within 1 month of your return from the host lab. Evidence of every expense incurred and paid must be provided or monies returned.
- Receipts may be scanned and submitted via the Online Application portal. Alternatively, original receipts can be mailed to the Charity Administrator, The Company of Biologists Limited, Bidder Building, Station Road, Histon, Cambridge CB24 9LF, UK.

### **Reports from successful applicants:**

- You will be required to provide a 250-500 word summary detailing your visit and its impact on your research within 3 months of return from the host lab.
- We request that you provide at least 2 bright, clear photographs (e.g. these can be of yourself, your host lab colleagues in the lab or enjoying a social event or photos from your research). Please ensure individuals featured in photographs complete and sign a consent form.
- We may use material from Travelling Fellowship reports, to publish a summary on our on our community blog, the Node, on our website, on social media and in other promotional materials to inspire other early career researchers to apply for Travelling Fellowships. We may also use your personal data relating to the Travelling Fellowship, including your name, your institution, the host laboratory/institution and the project title, to include on our website to promote you as a successful applicant for the grant, and also to promote our Travelling Fellowship scheme. If you have any concerns about the use of your material or personal data for these purposes please let us know.
- Your report will be retained for at least 7 years and may be inspected by the Charity Commission.

### **Terms & conditions:**

- The date of travel must occur within 6 months of funding being awarded.
- If for any reason your visit is delayed beyond 6 months of the award, you must seek permission to extend the funding.
- If your application is successful, you will be required to sign our Travelling Fellowship Agreement.
- Funds will be paid direct into your personal bank account once the grant has been approved. We require you to acknowledge receipt of funds by emailing [accounts@biologists.com](mailto:accounts@biologists.com).
- Awarded funds must be returned in full if for any reason you are unable to complete the planned trip.
- We may require a partial return of funds in the event that you undertake a shorter trip than the one detailed in your application.
- We are unable to 'top up' the fellowship in the instance that the actual cost of travel exceeds the funding awarded.
- Under no circumstances is a Travelling Fellowship transferable to another person.
- Travelling Fellowship funds can only be used to support the trip specified in your application. You must seek agreement from us if any details change after your application has been submitted.
- On completion of your visit, you must return to your home laboratory for at least six months.
- The Company of Biologists should be acknowledged in all publications, presentations and other printed or online materials referring to your work. Our company logo and journal logo will be provided to you.

## FAQs

[Can I apply for a Travelling Fellowship even if I have already begun the project before the deadline?](#)

No, we do not award funds to collaborations that have already commenced before the decision date and this can be up to six weeks after the deadline date. We do not fund in retrospect.

[Do supporting letters have to be signed?](#)

Yes, all supporting letters must be on headed paper with a signature. They can then be scanned, submitted with your completed application through the grant application portal.

[What information needs to be included in the Letter of Status from my Head of Department?](#)

The Letter of Status must include who you are, describe the work you are doing and how long you have been at that institution.

[Can my Supervisor send you his/her letter directly?](#)

No, we would prefer the application letter and all supporting documents to be submitted through the grant application portal together, either as one document or as separate attachments.

[If my Supervisor and Head of Department are the same person, do I need to include two letters?](#)

Yes, we will still require two letters, one in each capacity.

[Is it acceptable to complete the application with estimated costs for expenses as I don't know the exact costs at this stage?](#)

Yes, that is acceptable, as you will be required to provide evidence of expenditure and return unspent funds.

[If I am awarded a Travelling Fellowship, will I get the funding before I go on my visit?](#)

Yes, we pay the funds directly into your personal bank account once the award has been granted.

[If my application is successful, will you publish the details of my submission?](#)

Yes, we may publish a summary of your report on our community blog, the Node, on our website, on social media and in other promotional materials. We may also include details of your name, your institution, the host institution/laboratory and project title. This is a great achievement, and your success will inspire other early career researchers to apply for Travelling Fellowships. If you have any concerns about the use of your material or personal data in this way, please let us know.

[Would you like the original receipts mailed to you or can I scan them and send you copies electronically?](#)

It is fine to scan and submit them through the grant application portal. We do not need the original receipts.

[I assume any amount of money that I can't explain with receipts will have to be returned?](#)

Yes, we do require evidence for every expense incurred and paid.

[Will I have an answer about the result of my application even if it is negative?](#)

Yes, you will be notified even if your application is unsuccessful.