



# The Company of Biologists' JCS-FocalPlane Training Grants

## Applicant Handbook

This handbook will help you to complete your application and to understand the terms and conditions of the Training Grant, and to complete your application using our [online system](#). **Please read thoroughly before submitting your application.**

### What is a Company of Biologists' JCS-FocalPlane Training Grant?

- The [JCS-FocalPlane Training Grant](#) is aimed at early-career researchers, working in an area covered by [Journal of Cell Science](#), who would like to attend a microscopy training course. These training grants can be used to cover the registration fees, accommodation and/or travel costs associated with attending such a course.
- The maximum value of an award is £1,000.
- Training grants do not support attendance at scientific meetings, conferences or lab visits.

### Who can apply for a Training Grant?

- Applicants will [usually] be early-career researchers, which includes graduate students, post-doctoral researchers, technicians and core staff at the beginning of their careers.
- Applicants should not have received other funding from The Company of Biologists in the past 12 months, or previously received a JCS-FocalPlane Training Grant.
- Multiple applicants from the same lab or department will be limited, and it is likely that only one will be awarded each round.
- JCS-FocalPlane Training Grants are not awarded for courses retrospectively.
- 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.
- A specific course must be named on the application.
- JCS reserves the right to reject applications to attend training courses that it considers to be possibly 'predatory' in design or fake. We recommend use of the [ThinkCheckAttend](#) guide to judge the legitimacy of a training course.

### How are applications assessed?

- The JCS Executive Editor and FocalPlane Community Manager will review applications.
- Each application will be evaluated on financial need, and the impact the training will have on the applicant's research and career development.
- Once financial need and training benefits have been demonstrated, all eligible applications will be allocated a number and selection will be via lottery.

### Completing the application form:

- All sections of the application must be completed unless specifically stated.
- The application and all supporting documents must be submitted in English.
- If possible, please convert your attachments into a single PDF file.
- Expenses include registration fees, travel, subsistence, accommodation and visa fees.
- Travel insurance is **not** included as an expense.
- Incomplete applications will **not** be accepted.

### Documents to be submitted with your application:

- **Letter of status from your supervisor** including who you are, your field of research and confirming that no independent funding is available to attend the course.

#### The supporting letter must be:

- Provided on headed paper, written in English and signed.
- Submitted with the application. We do not accept supporting letters directly from the supervisor.

### Application deadlines:

- Please refer to our [website](#).

### 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 training course. 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 ~500 word summary of the training course, which will be published on FocalPlane.
- We request that you provide at least 2 bright, clear photographs. Please ensure individuals featured in photographs complete and sign a consent form.
- We may use material from JCS-FocalPlane Training Grant reports on our website, on social media and in other promotional materials to inspire other early-career researchers to apply for Training Grants. If you have any concerns about the use of your material, please let us know in advance.
- Your report will be retained for at least 7 years and may be inspected by the Charity Commission.

### Terms & conditions:

- Funds will be paid direct into your personal bank account once the grant has been approved. We require you to acknowledge receipt of funds.

- Awarded funds must be returned in full if for any reason you are unable to complete the planned trip (including non-acceptance for the course, or course cancellation).
- The date of travel must occur within six months of funding being awarded.
- Under no circumstances is a JCS-FocalPlane Training Grant transferable to another person.
- JCS-FocalPlane Training Grant funds can only be used to support the trip specified in your application.
- Applicants should not have received other funding from The Company of Biologists in the past 12 months, or previously received a JCS-FocalPlane Training Grant.
- Support from JCS, FocalPlane and The Company of Biologists should be acknowledged in any presentations given or posters displayed at the training course. Our logos will be provided to you. We also encourage you to use social media during the course to highlight your attendance and acknowledge the support of JCS and FocalPlane.

If you use Twitter, please do mention @J\_Cell\_Sci and @FocalPlane\_jcs and tag #JCS\_FPTrainingGrants, alongside the official course hashtag.

#### **Frequently asked questions:**

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

Receipts may be scanned and submitted via the Online Application portal; we do not need the original receipts.

[If I am awarded a JCS-FocalPlane Training Grant, will I get the funding before I go?](#)

We pay the funds directly into your personal bank account between 3 and 6 weeks after receipt of your bank details.

[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.

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

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

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

The Letter of Status must include who you are, describe the work you are doing and confirm that there is no independent funding available for you to attend the course.

[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.

[Can my Supervisor send you their letter directly?](#)

No, the application letter and all supporting documents are to be submitted via the application portal either as one document or as separate attachments.

[Can I apply for a JCS-FocalPlane Training Grant retrospectively?](#)

No, we do not award funds for travel or courses that have already occurred.

[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.