



## The Company of Biologists' DMM Conference Travel Grant

### Applicant Handbook

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

#### What is a Company of Biologists' DMM Conference Travel Grant?

- The DMM Conference Travel Grant is aimed at early-career scientists wanting to attend meetings, conferences, workshops and courses relating to the areas of research covered by [DMM](#).
- For independent group leaders and PIs, the funding extends to practical courses and laboratory management courses.
- The maximum value of an award is £300 for travel within the home country and £500 for overseas meetings.

#### Who can apply for a DMM Conference Travel Grant?

- Applicants will usually be PhD students and post-doctoral researchers at the beginning of their research careers.
- Applicants from independent group leaders and PIs with no independent travel funding will also be considered.
- Unsuccessful applicants may not submit a new application within 12 months of their initial application unless otherwise advised to by the Grants Administrator.
- Applicants should not have received other funding from The Company of Biologists in the past 12 months.
- 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.
- The amount given depends on demand and may provide only a portion of the requested funding.
- DMM does not fund applications made retrospectively.
- DMM is unable to fund applications to attend Journal Meetings and Workshops run by The Company of Biologists or its journals
- DMM reserves the right to reject applications to attend conferences or workshops that it considers to be possibly 'predatory' in design or fake. We recommend use of the [ThinkCheckAttend](#) guide to judge the legitimacy of conferences.

#### How are applications assessed?

- A member of the DMM editorial team will review the applications.
- Each application will be reviewed for eligibility and for relevance to the scope of [DMM](#).
- Once eligibility and scope have been established, all eligible applications will be allocated a number, and selection will be via lottery.
- Applicants will be informed of the outcome of their application within the week following the decision date (decision and deadline dates are published on the [website](#))

### Completing the application form:

- All sections of the application must be completed unless specifically stated.
- It is your responsibility to ensure that you meet the criteria for a DMM Conference Travel Grant
- Applications will not be considered retrospectively.
- The application and all supporting documents must be submitted in English.
- If possible, please convert your attachments into a single PDF file.
- Incomplete applications will not be accepted.
- Expenses include registration fees, travel, subsistence, accommodation and visa fees.
- Travel insurance is not included as an expense.

Maximum funding is set at £300 within the home country and at £500 for meetings overseas.

### You should indicate how you propose to use the funds.

- Registration Fees: Please include the type of registration as well as the cost, e.g. 'Earlybird ECR'
- Travel costs: Please include a level of detail to support your request, e.g. return flights LHR to SEA (British Airways). Travel insurance is not included.
- Accommodation costs: Please include a level of detail to support your request, e.g. 10 nights at Orchard Hotel single en-suite room.
- Other: any amount included in this field must have a specific reason included.
- 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 (this includes from your institution), then please provide details in this section. This should include the amount requested and a link to the organisation website. You agree you shall not apply for duplicate funding in respect of any part of the Visit or any related administration costs that the Charity is funding in full. If you do not intend to receive additional funding for your visit, then this section should be left blank.

### Documents to be submitted with your application:

- **Independent group leaders and PIs** - Letter of support from your Head of Department confirming that no independent funding is available to attend the meeting/course.
- **PhD students and post-doctoral researchers** - Letter of support from your Supervisor or Head of Department confirming who you are, describe the work you are doing and how long you have been at that institution.

### All supporting letters must be:

- Provided on headed paper, written in English and signed.
- Submitted with your application. We do not accept supporting letters directly from Head of Department or Supervisor.

- **Copy of any abstract** submitted to the meeting or conference for which funding is requested.
- **Curriculum Vitae**, this must be written in English.
- **Short justification for your proposal** outlining why you should be awarded the DMM Conference Travel Grant. This should emphasize the relevance of the meeting to the scope of [DMM](#).

#### 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 conference. Evidence of every expense incurred and paid must be provided or monies returned.
- Receipts may be scanned and submitted via the 'Online Application' [portal](#).

#### Reports from successful applicants:

- You will be required to provide a 250-500 word summary of the meeting with regards to new insights into disease mechanisms, diagnosis and/or treatment and how these findings might be expected to impact the field, within 3 months of your return from the conference.
- 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 DMM Conference Travel Grant reports on our website, social media and other promotional materials. 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.
- If your application is successful, you will be required to sign a Grant Agreement. The terms of this Agreement are non-negotiable and if you are unable to accept the terms offered, we will consider your request for funding withdrawn.
- Should you obtain funding from a third party you will provide The Company of Biologists with details of the amount and purpose of that funding. You agree you shall not apply for duplicate funding in respect of any part of the Visit or any related administration costs that the Charity is funding in full under this Agreement.
- Awarded funds must be returned in full if for any reason you are unable to complete the planned trip.
- The date of travel must occur within six months of funding being awarded.
- Under no circumstances is a DMM Conference Travel Grant transferable to another person.
- DMM Conference Travel 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.
- Support from DMM and The Company of Biologists should be acknowledged in any presentations given or posters displayed at the meeting/conference. Our [company logo](#) and journal logo will be provided to you. We also encourage you to use social media during the conference to highlight your attendance and acknowledge the support of DMM. If you use X (formerly Twitter), please do mention [@DMM\\_journal](#) and tag [#DMMgrants](#), alongside the official conference hashtag. If you use BlueSky, please mention [@dmmjournal.bsky.social](#).

## Frequently asked questions:

If I am awarded a DMM Conference Travel Grant, will I get the funding before I go?

The funding will be paid directly into your personal bank account 3 to 6 weeks after successful provision of a signed grant agreement and 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 (PhD/post-doc applicants) or Head of Department (group leader/PI applicants)?

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

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 his/her letter directly?

No, the application letter and all supporting documents must be submitted through the grant application portal.

Can I apply for a DMM Conference Travel Grant retrospectively?

No, we do not award funds for travel that has already occurred.

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](#).

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.