

Society Supported Conference Grants Guidance Notes

1. Terms and conditions

- Retrospective applications will not be considered.
- Applicants are advised to submit their application at least 6 months prior to the conference date.
- A full meeting programme must be submitted to the Grants Office with applications for funding.
- An event Code of Conduct must be submitted with applications for funding.
- Applicants must not have received a grant from this scheme in the previous calendar year.
- Applicants cannot apply for funding for an event that was also funded in the previous calendar year by another applicant.
- We especially welcome applications for events which involve international researchers and/or include participants from industry or infection science as part of the event. Proposals that include provision for these audiences will be prioritised.
- Events held within 1 month after the notification date are more likely to be rejected.
- The activity to be supported must be microbiological but any area of the discipline will be considered.
- Grant recipients are expected to have adequate insurance and are responsible for arranging this.
- Awards are made at the discretion of the Society, and the decision of the award panel is final.
- No secretariat support is provided by the Society.
- No support will be given to a conference or meeting that takes place at the same time as a Society Conference or covers a recent or soon to be held Society Conference topic.
- No commitment to fund is given until the application has been reviewed by the Society's Governance and written confirmation has been received by the applicant from the Society.
- As a Society publisher, we are not for profit and everything we offer our community happens thanks to the revenue generated by publishing, this includes the ability to offer funding through our grant schemes. To continue to generate revenue to support future grant applicants, grant recipients will be expected to submit content to at least one of the following of our communication channels:
 - **Micro Perspectives** – these are articles written in a magazine-style format and published via our journals website. This content welcomes a range of opinion pieces, hot topics and other non-traditional research articles, which are provided with a DOI, and contribute to an author's publication record.
 - **Microbe Posts** – blogs from our members on their work but also on their experiences of being a microbiologist across a variety of settings and career stages.
 - **Microbe Talk** – podcasts which feature the research of our members, often linked to an issue currently in the news or aligned with one of our major projects like Knocking Out Antimicrobial Resistance brought to life in conversation with Society staff.
 - **Press releases** – issued to highlight our members research, either directly reported to us or from articles submitted to our journals. We can help secure coverage across the media, including major news platforms and on occasion, broadcast.

2. Funding - What is covered

Funding up to a maximum of £2000 can be requested to cover speaker travel and accommodation, and/or the cost of other event expenses, excluding alcohol and catering.

Funding for invited speaker costs will only be made up to the current publicised Society limits:

2.1 Geographic limits per half day of science (for UK and Ireland based events)

- A maximum of one speaker from the Rest of the World (ROW).
- A maximum of one speaker from mainland Europe.
- A minimum of one speaker from the UK and Ireland.

2.2 Travel expense allowances (for UK and Ireland based events) including flights, ground travel and in-travel subsistence

- UK: up to a maximum of £200 in total.
- Mainland Europe including Ireland: up to a maximum of £350 in total.
- USA/Canada: up to a maximum of £1200 in total.
- ROW: up to a maximum of £1,500 in total.

2.3 Accommodation (bed and breakfast only basis and inclusive of VAT & taxes where applicable)

Accommodation must be considered by the Society's Governance to be of a reasonable cost. The Society guidelines are:

- Major Cities Worldwide: up to £250.00 per day.
- Elsewhere: up to £180.00 per day.

3. Administration of awards

Funding will be awarded retrospectively and must be claimed on the expenses claim form provided on confirmation of the grant being awarded. Receipts are required in all instances.

Claims must be checked for accuracy and can only be submitted by the person who was awarded the grant. All claims must be substantiated by receipts or copies of invoices and submitted to grants@microbiologysociety.org

If you are experiencing financial hardship and require assistance with funding prior to the completion of your event, this can be considered. Please email the [grants office](mailto:grants@microbiologysociety.org) explaining your circumstances.

Funds are paid by bank transfer approximately four weeks after claims are submitted.