**Conference Grant Fund**

**Application Form**

**Closing date: 30 April 2021**

**1. Applicant 2. Address for correspondence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  |  |  | |
| Forename |  |  |  | |
| Title (Dr, Professor, etc.) |  |  |  | |
|  |  |  | Postcode: |  |
|  | |  | Tel no: |  |
|  | |  | Email: |  |

Present appointment and employing institution Role in conference organisation

|  |  |  |
| --- | --- | --- |
|  |  |  |

**3. Conference details**

Title of conference or colloquium

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Location |  | Date | | | |
|  |  | From: |  | To: |  |
| Organising body | | | | | |
|  | | | | | |
| Is this conference part of a series or a one-off meeting? | | | | | |
|  | | | | | |

**4. Participation**

|  |  |  |
| --- | --- | --- |
| How many scholars are expected to attend? |  | How many papers will be given? |
|  |  |  |
| How international will the participation be? | | |
|  | | |
| Is attendance by invitation, or is the meeting open to all? |
|  |

**5. Grant requested**

|  |  |
| --- | --- |
| Please state the sum requested **to the nearest full pound** | **£** |

**6. Summary of conference**

Please summarise the aims and objectives of the conference or colloquium and give any further details about the meeting and its importance.

|  |
| --- |
|  |

**7. Conference programme, listing participants**

Please list the speakers it is proposed to invite, as known at the time of the application, giving their title (Dr, Professor etc.), name, present appointment, title of paper, and proposed length of stay. Please **asterisk** or otherwise indicate the names of those for whom support is sought in this application, adding, if appropriate, a brief justification of the reason for applying for support for those indicated.

|  |
| --- |
|  |

**8. Conference budget**

**(a) Expenditure**

|  |  |
| --- | --- |
| *Item* | *Amount* |
| **Speakers** |  |
|  |  |
| **Catering/accommodation** (per delegate, per day) |  |
|  |  |
| **Room/equipment hire** |  |
|  |  |
| **Administration costs, including secretarial/temporary staff** (please specify) |  |
|  |  |
| **Printing and publicity** (including conference packs) |  |
|  |  |
| **Student bursaries** (value per bursary/number to be offered) |  |
|  |  |
| **Other** (please specify) |  |
|  |  |
| **Total expenditure** | £ |

**(b) Income**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item* | | | | | *Amount* |
| **Conference fees** | | | | |  |
| Full delegate fee | £ | No. of delegates at full fee (projected) |  |  |  |
| Total income from full delegate fees | | | | | £ |
| Reduced fee | £ | No. of delegates at reduced fee (projected) |  |  |  |
| Total income from reduced delegate fees | | | | | £ |
| **Grants from other sources** (please give totals for each grant here, and itemise in Section 10) | | | | |  |
|  | | | | |  |
| **Other** | | | | |  |
|  | | | | |  |
| **Total income** | | | | | £ |

**9. Details of grant requested from the MHRA**

Please itemise costs

|  |  |
| --- | --- |
| *Item* | *Total Amount* |
| **Speakers’ travel** (please give name of speaker, town/city of departure, and fare) |  |
|  |  |
| **Speakers’ accommodation** (please give name of speaker, no. of nights at conference, and cost per night) |  |
|  |  |
| **Speakers’ maintenance** (please give name of speaker, no. of days at conference, and cost per day) |  |
| **Administrative expenses** (please give full details and justification) |  |
|  |  |
| **Total grant requested** | £ |

**10. Other applications**

Please give details of applications to other bodies for financial support. Please state the outcome where known and indicate the purpose for which any grants would be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Fund/organisation | Amount requested | Purpose of grant | Result (or date expected) |
|  |  |  |  |

**11. Publication plans**

Please give details of the plans for publishing, in any form, the papers presented at the conference.

|  |
| --- |
|  |

**12. Contact details**

|  |  |  |
| --- | --- | --- |
| Institutional contact in the Research Office or equivalent who will administer the grant. |  | Name  (please print) |
|  |  | Position  (please print) |
|  |  | Email address |

Please email the completed form to [funding@mhra.org.uk](mailto:funding@mhra.org.uk) to reach the MHRA by 5pm on the closing date of 30 April 2021.