



**PHYCONET**  
high value products from microalgae

**PHYCONET, a BBSRC NIBB**

**Training & Conference Funding: Terms and Conditions**

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**Please read this document before completing the application form.**

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## Introduction

PHYCONET has £50,000 (available over the duration of the network) to facilitate attendance of UK-based members at conferences or training events. Members may apply to use these funds to attend events that are within the remit of PHYCONET ([www.phyconet.org.uk](http://www.phyconet.org.uk)). The funding should have an impact on the network objectives and the wider algal community. The maximum amount of funding that can be allocated is **£250** for an event in the UK and **£750** for an international event; funds can be used to cover travel and accommodation expenses and registration fees, and can be used in conjunction with another source of funding to meet the total required for attending the event.

## Eligibility

Funds are available to **UK-based PHYCONET members** who meet the eligibility criteria in section 3 of the BBSRC Research Grants guide (<http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>).

Please note the following criteria:

- Applications may be made by a BBSRC-eligible member on behalf of an individual who does not meet BBSRC eligibility criteria, as long as the person who will benefit from the funding (the named recipient) is also a member of PHYCONET (e.g. a PI who is BBSRC eligible may apply on behalf of a postdoctoral researcher, both of whom are PHYCONET members).
- PhD students may not benefit from these funds, as PhD stipends contain funds to cover these activities.
- Technicians and non-PhD students may benefit if there is no other source of funding available.
- Participation at conferences is required in the form of speaker, poster presenter, session chair or panel member.
- Awards are limited to one per applicant (or named recipient) per year, whether for a UK-based or international event.

## Funding calls

The cut-off time for accepting applications on the dates given below is 5pm. Where the deadline falls on a weekend or Bank Holiday, the application must be received by 5pm the following working day.

Event start date	Deadline for submitting applications
1 July to 30 September	1 May
1 October to 31 December	1 August
1 January to 31 March	1 November
1 April to 30 June	1 February

## Application process

Applications should be made by completing the Training & Conference Funding application form provided on the PHYCONET website, along with a CV (maximum 2 pages) of the person who would receive the funding. These should be sent as a **single** pdf file to [networkmanager@phyconet.org.uk](mailto:networkmanager@phyconet.org.uk).

## Evaluation process

A funding evaluation panel comprised of three members of the PHYCONET Executive Group (EG) and/or Management Board (MB) will review applications. Any member of the evaluation panel who has a conflict of interest must recuse him/herself from the review process and an alternative panellist will be selected.

Examples of a conflict of interest include:

- employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicant(s)
- Working closely with the applicant(s), for example as a co-author or PhD supervisor, or has worked closely in the last 4 years
- Holding a current position on the governing body of or an honorary position within the institution(s) of the applicant(s)
- In receipt of personal remuneration in excess of £5,000 per annum from the applicant's organisation
- Personal/family relationship with the applicant(s)

It is expected that applicants will be notified of the outcome of their application within four weeks of the deadline.

## Administration and reporting

Following the event, the applicant (or named recipient of the award) is required to submit a short report describing the benefits resulting from attending the event. The report may be published in part or in whole by PHYCONET or BBSRC.

## Payment of awards

Funds will be transferred **in arrears** from University College London to the applicant (or named recipient of the award), upon receiving the following documentation:

- Confirmation of registration/attendance
- Proof of participation (at conferences - e.g. acceptance of abstract)

- **Original receipts** for costs incurred and completed UCL expenses form (available from [networkmanager@phyconet.org.uk](mailto:networkmanager@phyconet.org.uk))
- Report describing the benefits resulting from attending the event

Costs up to the amount of funding requested in the application, or the maximum amount of funding allowed will be reimbursed; any exceeding costs will not be reimbursed. Funds must be claimed within three months of the event.

## Data protection

Applications will be treated as confidential and used only for the purposes of reviewing to determine whether funding will be approved and for monitoring PHYCONET funds.

Applications will be distributed to the evaluation panel, and the information provided used for the purposes of awarding the funds. Details of the award, including the name of the awardee and organisation, event being attended and report may be published by the BBSRC and PHYCONET.

Since PHYCONET funding comes from the BBSRC, in order to meet the Research Councils' obligations for public accountability and the dissemination of information, details of awards may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

## Contact details

Janet Waterhouse (Network Manager)

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