



The 11th Palliative Care Congress

Guidelines for Bursary Applications

Bursary applications will be considered in two categories:

- Great Britain & Ireland
- Overseas

A bursary application will only be considered alongside a successful abstract submission(s).

Anyone who has received a bursary from the Palliative Care Congress in the past is not eligible to apply for a bursary to attend Congress in 2016.

A successful abstract submission does not guarantee a bursary will be offered. Should your bursary application be unsuccessful it is still possible to present an accepted abstract at Congress should alternative funding become available to you.

If your abstract(s) is accepted and you are unable to attend Congress it can be presented by any named co-author, provided they register and pay to attend at least one day of Congress.

'Bursary abstracts'	Call for Papers opens on	Monday 9 March 2015
	Closing date will be	Wednesday 6 May 2015

No bursary applications will be considered after Wednesday 6 May.

Statement of Need

A statement of need must be provided with each submitted bursary abstract. This should be emailed to kate@compleatconference.co.uk **no later than Wednesday 6 May 2015**. This statement of need must include the following information:

- the "abstract ID reference number" (this will be provided on submission of your abstract)
- how attending Congress will contribute to your practice in palliative care
- what efforts have been made to find funding from another source.

Where possible, emails should be sent via a work email address rather than a web based email service such as Yahoo, Hotmail or Gmail.

Any submitted bursary abstract not supported by a statement of need will not be considered within the 'Bursary abstract' review process.

All overseas applications will be considered and delegates wishing to attend from resource-poor countries will be considered favourably.

Bursary Awards – What's Included and What's Not Included

The cost of registration for the whole Congress meeting, visa application fees (if required), standard air and/or second class rail travel, public transport or coach fares, reasonable accommodation expenses and reasonable subsistence costs will be funded. Taxi fares will **not** be covered unless specific, prior approval has been given. All main travel and accommodation expenses must be approved prior to booking.

Payment of Expenses

Congress will pay registration fees. All other expenses will be paid, in pounds sterling (GBP) after Congress **only** upon submission of;

- a completed Expense Claim Form, including all relevant receipts
- a completed Bank Details Form, including international bank transfer details for overseas applicants.

No expense claim will be settled without these forms. The total claim must not exceed the amount of the bursary offered.

Letter of Recommendation

If a bursary is offered, a signed letter of recommendation will be required on headed paper from your employer. Details of your employer must be provided, including full postal address and website where available.