

## Galenicals Grant

As per clause 1.6 of the 'Grant Funding Agreement with Galenicals', this document sets out the terms and conditions of the Galenicals Grant, how it will be publicized and how candidates will be selected.

The purpose of the Grant is to enable students to attend national and International conferences of significance to their work.

### **Publicising the grant**

Information about the grant scheme will be disseminated through:

1. Galenicals newsletter, social media, website and emails to the student.
2. Information about the grant scheme will be sent to the year administrators for each year group.
3. Information about the grant was discussed with Academy deans and programme management committee members during PMC and AMG meetings

### **Eligibility Criteria**

To be eligible the following conditions must be met:

1. The applicant must be a registered Medical student at the University of Bristol.
2. Applicants must be Galenicals members
3. The purpose of the Grant is to enable students to attend national and International conferences of significance to their work. At this conference applicants are expected to be either
  - Presenting their current research as an invited presenter, as an oral presentation or as a poster presentation.
  - Attending a national or international student meetings to represent the Society or to represent Bristol branches of national or international student organisations
  - Applying for financial support towards the costs of running student-led conferences or meetings at the University of Bristol
4. The application form needs to be completed and sent by email to [treasurer@galenicals.org.uk](mailto:treasurer@galenicals.org.uk) and [president@galenicals.org.uk](mailto:president@galenicals.org.uk)
5. Applications must be made at least one week prior to the conference or event intended
6. The maximum funding award is £250 for travel within the UK, and £500 for overseas travel.
7. Applicants must show reasonable supporting evidence of costs to be incurred.
8. Applicants must demonstrate that they have taken all necessary steps to secure alternative funding (eg. through applying to Alumni Fund, Academies etc.) before applying to the Galenicals Grant. Applicants are encouraged to secure matched or supporting funding for activities from other sources wherever possible
9. Grant recipients who received the award but do not attend the event will be required to return the amount in full

10. After your trip, you must send us electronic copies of your invoices to show how you spent the grant. All invoices must be sent to [treasurer@galenicals.org.uk](mailto:treasurer@galenicals.org.uk)
11. Galenicals requires all successful grant applicants to write a short report (maximum 500 words) on how they used the funding and reflecting on their experiences. Galenicals reserves the right to publish or use these reports and to share it with faculty, university and SU staff.
12. Applicants will only be awarded one grant within any one-year period. This means any previous recipient is not allowed to reapply if they have been awarded a grant for a conference/event commencing 1<sup>st</sup> September.

### **Selection Process**

When selecting recipients:

1. Each application will be judged on a case by case basis
2. The treasurer and president will discuss each application to determine if the above criteria have been met
3. Successful applicants will be notified by email from the treasurer.
4. First time applicants who are presenting work for the first time will be looked at favorably to encourage and empower more students to submit their work for conferences.