

LASA bursaries can be applied for at any time of the year and for any event considered relevant to LASA's mission statement. Bursaries are available for persons engaged in laboratory animal science and are not restricted to LASA members. Animal technicians, post-graduate students, and others for whom funds may be limited are especially encouraged to apply. Please read the following rules carefully and send the attached form to the LASA Secretariat.

RULES FOR BURSARIES

1. Funds available

Where LASA finances permit it is the intention of the LASA Council to consider applications for bursaries to attend meetings, conferences or for other travel.

2. Size of each bursary

No bursary shall exceed £1,000 or a sum agreed from time to time by Council.

3. Rules to be followed by applicants for bursaries

- a) Bursaries are available for meetings or travel, both within and outside the country of normal residence of the applicant. A substantial part of the activity must be devoted to science relating to the use, care and/or welfare of laboratory animals, rather than a specific scientific discipline. *LASA would rarely fund an application to present data from animal-based experimental studies unless there was a clear animal welfare component; instead, the relevant society or learned body should be approached.*
- b) Applications will not be considered unless they are received by the LASA Secretariat at least 1 month in advance of the first day of the meeting. This rule will be strictly adhered to in fairness to all applicants. Overseas applicants should allow 3 months for processing of applications.
- c) Applications must be made on the proforma accompanying these rules. Applications sent in any other format will be ignored.
- d) Successful applicants must submit a brief report on the meeting within one month of return. This will be printed in the Association's Newsletter.

4. Method of allocation

- a) Awards will be made on the majority recommendation of the President, Honorary Secretary, Honorary Meetings Secretary and Honorary Treasurer. The considerations taken into account and the means by which a decision is arrived at will be solely at the discretion of these officers. Their decision will be final and no correspondence will be entered into.
- b) Applicants will be informed immediately the decision has been made and within two weeks of receipt of their application.

RULES FOR BURSARIES

5. Payment

Payment will be made on application to the Honorary Treasurer after the meeting/travel for which the bursary is given. Page 5 of the application form must be completed and returned to the LASA Secretariat, together with original receipts. Payment within the UK will be made by sterling cheque and overseas by bank draft transfer only.

Applicants should base their estimate of travel expenses on standard/economy class rail fare and economy air fare. Whenever possible advantage should be taken of lower cost fares e.g. APEX tickets etc.

6. Report by bursary holder

This must be sent to the LASA Secretariat within one month of the bursary holder's return from the meeting. It should be concise and suitable for publication in the Association's Newsletter. For editorial purposes, the preferred word limit is 450 (half page) or 900 (full page); images are welcome with appropriate permission. Please provide the name of the event/purpose of travel, location and date, together with brief information on, e.g. the three most relevant presentations you attended or facts that you learnt. A detailed account of every session or your itinerary is not required.

7. Publicity

The names of successful applicants and the sums awarded to them will be published in the Association's Newsletter.

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LASA BURSARY APPLICATION

LASA Bursary Rules 2007 3 Form to be completed in typescript (or block capitals) and returned to: LASA Secretariat, PO LASA, PO Box 524, Hull HU9 9HE. Please refer to the accompanying RULES before completing the form. You should include all relevant information on the form itself. Please do NOT fax applications.

1. Name of applicant: _____
Date of birth: _____
2. Position: _____
3. Department: _____
Institution: _____
Address: _____

Telephone no: _____
E-mail address: _____
4. Brief biographical details and professional qualifications: _____
5. If not in an established post, who funds your post? _____
Are travel funds included? YES/NO
Or can an application for travel funds be made to your funding body? YES/NO
6. Are you a member of LASA or any other organisation focusing on Laboratory Animal Science? *(please list all affiliations)*

7. Name of event or purpose of travel: _____
Location: _____
Starting date: _____
Finishing date: _____
Organisers _____
8. Justification :
How would your attendance at the meeting benefit your work and that of your Association or Institution? *(A comprehensive justification will enable Council to give your application meaningful consideration)*



LASA BURSARY APPLICATION

9. If attending a meeting are you taking an active part? *Give details, including title of paper/poster and co-contributors:*

10. **Expenses**

In sterling or national currency – please use one currency only and give full details:

Indicate currency

Cost of Travel:

Cost of subsistence:

Registration fee (if applicable):

TOTAL

Amount requested by applicant:

11. Funding applications to other sources for this meeting. *Please give full details:*

12. Any personal financial contribution to be made? *Please give full details:*

13. **Signature of undertaking by applicant**

If granted a bursary, I undertake to furnish LASA Council with a report of the meeting within one month of my return.

I confirm that the funding requested in Section 10 has not been awarded by any other organisation

Signature: _____ **Date:** _____

(Applicant)

14. **To be completed by Head of Department/Line manager**

This application has my support. The travel/conference is in line with the applicant's vocational interests and will further his/her knowledge and career.

Signature: _____ **Date:** _____

Position and relationship to applicant: _____

Please **complete the application form on pages 3 and 4** and send these to the LASA Secretariat (address below).

Complete the claim form on page 5 after the event and post this to LASA Treasurer:
LASA, PO Box 524, Hull HU9 9HE enclosing original receipts.



LASA BURSARY CLAIM FORM

Date of expenditure	_____
Reason for incurring expense	_____
Travel from/to/from	_____
Air (Apex or similar)	_____ £
Rail (standard class)	_____
Road either	miles @ 33p per mile _____
or	miles @ 20p per mile _____
Accommodation	_____
Subsistence	_____
Miscellaneous <i>Please give details</i>	_____
TOTAL	_____

Name of Claimant (*block capitals please*) _____

Signature _____

Address for payment _____

Please note bursaries paid to overseas applicants will be made by bank transfer only, the following information MUST be supplied:

Name of account to be credited _____

IBAN Number _____

Swift Code _____

Postal address of bank _____

Notes:

- 1. VAT receipts are required for all expenses claimed**
- 2. Unless agreed in advance, travel costs may only be claimed at the lowest obtainable public transport rate**
- 3. When company cars are used, only petrol costs may be claimed (currently 20p per mile)**
- 4. Submit completed form to: Hon Treasurer, LASA, LASA, PO Box 524, Hull HU9 9HE**

Paid On:

By Cheque No: