

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 bursary rules carefully, complete the form and send to the LASA Secretariat.

## **RULES FOR BURSARIES**

### **1 Funds available**

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

### **2. Size of each bursary**

Bursaries shall not exceed £1,000, or a sum agreed by Council (to be reviewed on an annual basis by Council).

### **3. Rules to be followed by applicants for bursaries**

- a) Bursaries are available for meetings of 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 is a clear animal welfare component: instead the relevant society or learned body should be approached.*
- b) Applicants should normally be resident in the UK. Applications from other countries, within the EU and beyond, will be considered only where there is no source of local funding to support activities relating to care and/or welfare of laboratory animals.
- c) Preference will be given to applicants who have not received an award during the previous 18 months.
- d) 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.
- e) Applications must be made on the *proforma* accompanying these rules. Applications sent in any other format will be ignored.
- f) Successful applicants must submit a brief report on the meeting within 1 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.

#### 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. budget airlines.

#### 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, for example, 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.

LASA  
PO Box 524  
Hull  
HU9 9HE

Telephone: +44 (0) 8456 711 956  
Fax: +44 (0) 8456 711 957  
E-mail: info@lasa.co.uk info@lasa.co.uk

Web: [www.lasa.co.uk](http://www.lasa.co.uk)



## LASA BURSARY APPLICATION

LASA Bursary Rules 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:*

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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:*

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

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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 <b>either</b>	miles @ 33p per mile _____
<b>or</b>	miles @ 20p per mile _____
Accommodation	_____
Subsistence	_____
Miscellaneous <i>Please give details</i>	_____
<b>TOTAL</b>	<b>_____</b>

**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**

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**Paid On:**

**By Cheque No:**