

BURSARIES

Members of the Laboratory Animal Science Association may apply for LASA bursaries for any event considered relevant to LASA's mission. Early-career scientists, animal technicians, post-graduate students and others for whom other sources of funding may be limited are especially encouraged to apply.

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

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 related travel.

2. Size of each bursary

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

3. Rules to be followed by applicants for bursaries

- a) Bursaries are available to fund the cost of attending meetings and for travel, both within and outside the country of normal residence of the applicant. Applicants are normally expected to make an active contribution to the meeting's programme, such as an oral or poster presentation. Alternatively, applicants need to confirm a commitment and outline the plan to disseminate information, relating to developments in laboratory animal welfare and/or the 3Rs, to the scientific community after attendance at the meeting for which a bursary is requested. A substantial part of the activity or event 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 laboratory animal science, 3Rs or welfare component: instead, the relevant society or learned body should be approached.
- b) Applications will be considered for the LASA Annual Conference or LASA Specialist Section meetings, but preference will be given to first-time attendees and/or those taking an active part in the meeting.
- c) Applicants should normally be resident in the UK. Applications from other countries will be considered only when there is no source of local funding to support activities relating to care and/or welfare of laboratory animals and or the 3Rs.
- d) Preference will be given to applicants who have not received a bursary during the previous two years.
- e) Applications are considered by LASA every three months, with the closing date for receipt of bursary applications being the last day of January, April, July, and October. Applications will not be considered unless they are received by the LASA Secretariat at least four months in advance of the first day of the meeting. This rule will be strictly adhered to in fairness to all applicants.
- f) A bursary that has been awarded to enable an applicant to attend a specific meeting, or for travel, cannot be used for any other purpose. If, for any reason, the applicant cannot use the funds for the purpose for which they were awarded, the award will be rescinded. Should the applicant wish to attend a different meeting instead, a new application must be submitted. Rules 1-7 will apply as before.
- g) **Applications must be made on the pro-forma accompanying these rules. Applications sent in any other format will not be considered.**

- h) Successful applicants must submit a brief report on the meeting no later than one month after the event. This will be disseminated via any of LASA's routes for communication, including social media and/or publication in FORUM, at the discretion of the Trustees.

4. Method of allocation

- a) Awards will be made on the recommendation of the Trustees (President, Hon Secretary General, Hon Treasurer, Hon Scientific Meetings Secretary). Their decision will be final, and no correspondence will be entered into.
- b) Applicants will be informed as soon as practicable once the decision has been made and within three months of receipt of their application.

5. Payment

Payment will be made in £Sterling (to a maximum of £1000) only after the meeting / travel for which the bursary is awarded and after receipt of the report by the Bursary Holder (see (6) below). To receive the payment, Page 6 of the application form must be completed and returned to the LASA Secretariat, together with original receipts for all items specified in the original application. Payment will be made via the most appropriate mechanism.

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 no later than one month of the bursary holder's return from the event. 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 copyright permission (if applicable). 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 by the Association.

LASA BURSARY APPLICATION FORM

1. Name of applicant:
2. Position:
3. Department:
- Institution:
- Address:
-
- Telephone no:
- E-mail address:
4. Brief biographical details and professional qualifications:
5. If you are holding an established post, has the employer been approached for / awarded any funds (as an indicator of their support for attendance at this event) YES/NO
6. 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
7. Are there any alternative sources of funding? YES/NO
8. Funding applications to other sources for this meeting.
Please give full details:
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9. Have you received a LASA Bursary in the previous two years?
10. Name of event or purpose of travel:
- Location:
- Starting date:
- Finishing date:
- Organisers:

LASA BURSARY APPLICATION FORM

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

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16. **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 (see Rules 5 and 6).

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

Signature: **Date:**
(Applicant)

17. **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.

Name: **Position:**

Signature: **Date:**

Relationship to applicant:
.....

Please complete the application form on pages 3 - 5 and send these to the LASA Secretariat by email: info@lasa.co.uk

Complete the claim form on page 6 after the event and email it to LASA Secretariat, with copies of 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 miles @ 42p per mile

Accommodation

Subsistence

Miscellaneous
Please give details

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 and copies of receipts to info@lasa.co.uk

Office use only:

Paid On: By (method):