



Guidance and further information: IPEM Conference and Course Grants

Regulations

1. The IPEM Conference and Course Grant is open to Full members and Fellows who have been a member for at least 1 year prior to submitting the grant application.
2. This grant is not intended to fund training electives.
3. The grant provides funds for attendance at a conference or course, relevant to the work of the candidate, in the UK or abroad.
4. The conference or course must benefit both the candidate and their host department.
5. The course or conference must be related to physics and engineering applied to medicine and biology.
6. Candidates must complete the application form.
7. Travel should take place within 1 year of the grant.
8. The recipient of the grant will acknowledge financial support from IPEM in any conference presentation they give.
9. Applications can be made at any time.
10. Up to £600 can be applied for.
11. Candidates are restricted to a total of 2 grants separated by a minimum of 5 years.
12. Successful applications will be funded until the budget for that year is used up.

Application

1. Please make sure that you are applying for the correct travel grant:
 - a. **This application:** Conference and Course grant. Up to £600. Open to Full Members and Fellows. For attendance at a course or conference in the UK or abroad.
 - b. Student and Trainee Travel grant. Up to £300. Open to postgraduate students, healthcare and industrial trainees. For attendance at a course or conference in the UK or abroad.
2. The following costs are allowable; economy travel making full use of advance tickets, accommodation, registration at a conference if relevant. Subsistence costs (meals) are not provided.
3. The candidate should include a robust justification for attendance, such as evidence that an abstract has been submitted or a clear description of the educational/professional development benefit.
4. There is the expectation of **matched (equal) funding from the host Department** or other sources.
5. Fill in the form providing the following details
 - a. Details of the conference or course to be attended.
 - b. Brief details of the candidates work and of the abstract submitted.
 - c. An explanation of why attendance will benefit both the candidate and the host department.
 - d. Signed statement from Head of Department that they support attendance, that the application benefits the applicant AND the department, and that they detail where the matched funding is coming from (including any external sources).
 - e. Evidence of funding commitment from host department or other sources.
 - f. Full breakdown of costs with details rather than estimated costs.

- g. For conference attendance; an appendix with proof of abstract submission or acceptance if appropriate.
6. The Prizes and Awards Panel will receive applications and make the decision concerning the grant.
7. IPEM takes the view that it is unacceptable for students and trainees to pay any major shortfall in funding themselves so if successful funding will be released only on condition that evidence can be provided that the majority of the funding has been found from sources other than the candidate's own money.
8. Successful applicants are expected to produce an article for SCOPE within 3 months of the event they are attending.

Criteria against which the application will be assessed

1. Has a sufficient case been made that attendance will benefit the candidate and the organisation?
2. Is the host organisation supportive?
3. Is there a commitment to matched (equal) funding from the host organisation or elsewhere?
4. Is the funding justifiable and reasonable?
5. Applications will be assessed based on merit and benefit to the individual. In cases where applications are of similar merit and individual benefit, decisions will be based on value to IPEM.