



## BURSARY APPLICATION FORM

### BRITISH PAIN SOCIETY ANNUAL SCIENTIFIC MEETING LONDON, 1-3 MAY 2019

#### INCOMPLETE FORMS WILL NOT BE ACCEPTED FOR CONSIDERATION

This application form should be completed and returned to the British Pain Society, together with a completed Participant Registration Form at the address below no later than **5pm Monday 18<sup>th</sup> February 2019.**

*This form must be countersigned by your Head of Department.*

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Institution where you work \_\_\_\_\_

Job title \_\_\_\_\_

Address for correspondence \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

#### CHECKLIST

- I have read the eligibility criteria.  
 I am a paid up member of the British Pain Society.  
 Evidence of good standing within the Society (*i.e. length of membership/other contributions to work of the Society*) \_\_\_\_\_

- Current salary before tax is £ \_\_\_\_\_ per annum.  
 Travel costs will be £ \_\_\_\_\_  
 Accommodation costs will be £ \_\_\_\_\_ /night .Total no. of nights \_\_\_\_\_  
(*a maximum of £50 per night will be covered*)  
 Total amount applying for (travel & accommodation) is £ \_\_\_\_\_  
 I confirm that there is no other source of funds available to me to cover the expenses.  
 I confirm that I have returned the Participant Registration Form to the British Pain Society.

Signed (Participant) \_\_\_\_\_ Date \_\_\_\_\_

## Confirmation by the Applicant's Head of Department

I confirm that the above named applicant is a member of this Department and that he/she does not have any other sources of funds to attend the Annual Scientific Meeting of the British Pain Society and that his/her annual salary is correctly stated above.

*If the applicant is not submitting a poster, please provide a justification for his/her need to attend the Meeting on a separate page.*

Signed (Head of Department) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

### GUIDELINES FOR APPLYING FOR AN ASM BURSARY DEADLINE: 5pm Monday 18<sup>th</sup> February 2019.

This Bursary Application Form must be completed and returned to the British Pain Society Secretariat no later than **5pm Monday 18<sup>th</sup> February 2019**.

#### Who is eligible to apply for a bursary?

In order to be eligible to apply for a bursary, the applicant must normally:

- Have joined the Society by the September before the ASM and still be a member at the time of the Meeting, having paid that years membership subscription.
- Have a salary lower than £36,000/annum
- Evidence of good standing within the Society (e.g. length of membership of the Society, other contributions to the work of the Society).

Priority will be given to those on lower salaries and those submitting a poster that is accepted for exhibition at the Meeting.

#### How should the application be submitted?

- The applicant must complete and return this Bursary Application Form to the British Pain Society Secretariat no later than 5pm Monday 18<sup>th</sup> February 2019, **together with** the completed Delegate Registration Form.
- The Bursary Application Form must be counter-signed by the Head of Department
- If the applicant is not submitting a poster abstract, the Head of Department must provide justification for the applicant's need to attend the Meeting.
- The applicant **must not** send payment with the Bursary Application Form.

#### What financial support is given?

The level of support offered to each applicant is dependent on the number of applications submitted, the applicant's salary and whether the applicant is exhibiting a poster at the Meeting. Applicants may request the following financial support:

- Registration fees to attend the Meeting
- Travel expenses
- Accommodation expenses up to a maximum of £50/night for 3 nights

#### When will the applicant hear if the application is successful?

Applicants will be informed of the outcome by 25<sup>th</sup> February 2019.

#### When can the applicant expect to receive the financial support?

If the application is successful, the Society will waive the registration fee and the applicant's registration to attend the meeting will be processed with immediate effect.

If the application for support towards the cost of accommodation and travel expenses is successful, the Society will reimburse the costs after the Meeting, once receipts are submitted. Receipts are to be sent to the Secretariat, marked for the attention of the Honorary Treasurer.

**RETURN TO:  
THE BRITISH PAIN SOCIETY, THIRD FLOOR, CHURCHILL HOUSE,  
35 RED LION SQUARE, LONDON WC1R 4SG  
TEL: +44 (0)20 7269 7840**