



BURSARY APPLICATION FORM

BRITISH PAIN SOCIETY ANNUAL SCIENTIFIC MEETING LONDON, 31 March – 2 April 2020

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 Friday 24th January 2020**.

This bursary only applies to the main ASM programme (31 March – 2 April) and does not include attendance at either or the Pre-Meetings or Cadaver workshop.

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 Friday 24th January 2020.

This Bursary Application Form must be completed and returned to the British Pain Society Secretariat no later than **5pm Friday 24th January 2020**.

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 Friday 24th January 2020, **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
- A contribution towards travel expenses
- A contribution towards 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 31st January 2020.

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**