



**British
Phycological
Society**

Understanding and using algae

Funding Schemes Guidelines

Revised January 2022

Enquiries concerning any of the BPS Funding Schemes should be directed to the Chair of the BPS Awards and Training Committee awards@brphycsoc.org

Applications for funding must be made using the official form for the funding scheme available from the BPS website https://brphycsoc.org/awards_training/. Applications should be left in Microsoft Word format and not converted to PDF. Submit by email to <https://brphycsoc.org/award-submission-portal/> before 23:00 hr UTC on the day of the application deadline. Late applications will not be considered.

Applicants to all schemes are asked to complete an Equal Opportunities monitoring form. This is not compulsory, but the Society aims to have an inclusive environment for all members, and this information will help us in identifying and removing barriers to inclusivity in our practices. In determining the outcomes of applications of equal merit (criteria for each scheme given below), the Awards and Training Committee will use increasing equality and diversity in their decision making.

If you have been successful in a previous application, enquiries about claiming money should be sent to treasurer@brphycsoc.org and reports on activities done with BPS funding to editor_phycologist@brphycsoc.org

The BPS allocates funds for a variety of student activities related to the study of algae. These include: (A) **Student and recent graduate Bursaries** for attending phycological meetings, field courses and workshops and (B) **Summer Undergraduate Internships**

A. Student and Recent Graduate Bursaries

Closing dates for applications: 1st February, 1st May, 1st November

These include:

- Bursaries to aid students to attend the Society's Annual Meeting
- Bursaries to aid students to attend other phycological and algal-related meetings
- Bursaries to aid students to attend field courses and workshops involving algae

Eligibility for bursaries

Applicants **must** have been members of the British Phycological Society for at least 3 months before their application deadline and successful applicants should renew their membership where the meeting or workshop falls in the following calendar year. They must be *bona fide* students in full or part-time education, or if no longer in education, be applying no longer than 3 years since their last graduation (this timescale relates to the application deadline, not the timing of the event for which funding is sought). This includes undergraduates, and postgraduates working towards Masters' and PhD degrees or other

professional qualifications. For PhD students the period of eligibility will normally be four years from the start of a PhD project, or longer if part-time or officially extended for a good reason (e.g. sickness leave, maternity leave etc.). Exceptional cases such as where the full-time PhD programme is longer than four years can be considered with the prior agreement of the Chair of BPS Awards and Training Committee.

Application for Funding

Applications for student bursaries must be made by the student. When completing an application give a breakdown of the costs for which support is requested. This would normally include: registration fees including conference dinner, subsistence and travel. Costings should be based on economy-class travel and economy-level accommodation for the duration of the conference (give dates and number of nights), and members are asked to consider using low-carbon options for travel in their bids (it is therefore *not* a requirement to choose the *cheapest* mode of travel), plus modest subsistence costs where required. Where student reductions are offered these must be included. The cost of a conference dinner is eligible, but conference excursions and other costs, such as loss of income or incurred domestic costs are not allowed.

Bursary awards are often a partial contribution towards the overall costs so it is expected that students will normally seek additional funding from other sources. **Maximum funding that can be claimed from the BPS is £500 for a conference based in the applicants home country** (or country of current residence/study), **and £800 for an international conference** (i.e., international relative to the applicants current place of residence/study).

Funding is awarded on the condition that the student writes a report about the event attended for the BPS newsletter *The Phycologist* within two months of the meeting, workshop or course. Please note that you will need to provide receipts and invoice documentation when claiming your award (originals or good quality scans, so monies are usually paid after the meeting, field course or workshop and following receipt of the report. Further information is provided at the award notification stage.

Criteria for assessing BPS Student and Recent Graduate Bursary applications

General Criteria

1. The applicant will be required to present a poster or oral presentation and to attend a substantial part of the Meeting. Students in the latter stages of their studies will be expected to request an oral presentation.
2. The subject matter of the presentation should be deemed to be a valid contribution towards phycology.
3. There should be an attempt to obtain a contribution to costs from the 'home' institution and elsewhere. BPS awards should not be seen as a way of saving money with respect to other sources of funding. Details of additional funding requested or in-hand should be given in the application.
4. Students will normally be limited to one application per year. Exceptionally, a second application may be considered. In such cases support might, if given, be of a more limited nature. When available funds are over-subscribed, the Awards and Training committee reserves the right to prioritise new applicants to the scheme.

Additional criteria applicable to meetings not organised by the BPS

1. Relevance of a meeting to the subject of psychology, and of the postgraduate research and the student's professional interests will be taken into consideration. The stage the student is at in their studies will also be considered.
2. Relevance and extent of the academic contribution by a student - poster, oral presentation, etc.
3. Significance and quality of the meeting. Is this a meeting where the student will be able to hear and meet leading contributors to the subject in question?
4. Any follow-on meetings, workshops and other valuable inputs?
5. Sum requested – proposals to obtain partial funding from elsewhere will normally be expected, with the outcome specified if known.

Additional criteria applicable to field courses and workshops

Relevance of course or workshop to student's research or professional development.

B. Summer Undergraduate Internships

Closing Date: 1st February

These are intended to enable registered students to carry out a research project during the summer vacation at an academic institution or a commercial company, public agency or regulatory body that uses or considers algae in their work. The emphasis is on providing research experience and training for the student. Summer projects are generally for 4-8 weeks. Applications are made by the Internship Supervisor either for a named student or to enable a student to be sought. In the latter case, no funding will be released until the Supervisor provides details about the student appointed to the project. Limited finance is available for travel and subsistence. If required, co-funding should be sought from elsewhere and outcomes declared.

Eligibility

Applications for Summer Undergraduate Internships should be made by the Internship Supervisor. Academic supervisors must have been a member of the BPS for a minimum of 3 months at the time of application. For applications from commercial companies, public agencies or regulatory bodies, the BPS expects that organisation to be a Corporate Member of the BPS. The project should be done in the summer of the year of application. Where the applicant/Internship Supervisor is an Early Career Researcher who does not have an independent position, a letter from the PI or line manager should be included to confirm that the applicant has time to supervise an undergraduate internship and will be permitted access to the general facilities and materials required for the project. Applications from PhD students will not be considered.

Application

Applications for funding must be made using the official form for the funding scheme available from the BPS website https://brphycsoc.org/awards_training/.

A concise description of the project must be provided taking into account the relatively short period of research and allowing for a written report to be completed. The benefits of the project to the student must be indicated on the form. The applicant must also commit to carefully following all applicable health and safety regulations.

Funding for successful projects rarely exceeds £2500 and usually takes the form of money or support to cover for accommodation, subsistence and daily travel and with a minor contribution towards incidental consumables and project-related travel where needed.

Students must be paid an appropriate weekly maintenance allowance. This is set at a value of £400 for a full time week within the UK for 2022. Supervisors are responsible to ensure named students are compliant with any relevant working hours limits or visa requirements for paid work. For applications from Corporate Members, the student's project should not be subject to a non-disclosure agreement and a more substantive contribution towards the project costs will be expected.

When claiming your award you will need to provide receipts or invoices and a 2-page report on the work of the internship project and how the monies were used. The student will receive complimentary membership of the BPS (without journal) for the year of the project. Funding is awarded on condition that the student writes and submits a project summary for publication in the BPS newsletter *The Psychologist* before the end date of the project. Students should be encouraged, wherever possible to present their research at the next BPS Winter Meeting and they can apply for a Student Bursary towards attendance costs.

Criteria for assessing BPS Summer Internship applications

1. The aims and design of the project are important. A small, innovative project with a reasonable chance of success is generally preferred to routine data collection as part of a larger project. 'Pump-priming' projects with a view to subsequent funding applications are welcome.
2. The application must detail what the student will do and make clear any inputs to the project by the Supervisor or others that are essential for the project as a whole.
3. The work should be achievable within the time available.
4. Accommodation, subsistence and daily travel rates should be appropriate for the geographic area and justified. They should not leave the student in financial difficulty.
5. The benefits to the ongoing training and development of the student will be taken into account.

C. Early Career Researcher Bursaries for the BPS Annual Meeting

Closing Date: 1st November

BPS Council introduced this award, for up to £500 (or £800 for overseas attendees) towards attendance at the BPS Annual meeting, with a view to supporting the careers of young psychologists.

Eligibility

These awards are for BPS members with psychology-related research interest, who do not have a permanent/indefinite academic position (or the equivalent in institutions other than universities). Applicants **must** have been members of the British Psychological Society for a minimum of 3 months before they submit an application. We define Early Career Researchers (ECR) as individuals who have no more than five years full-time postdoctoral experience, or equivalent professional training, counting from the PhD certificate date to the 1st November closing date of the Bursary competition they are applying to. The 5-year

eligibility window is based on full-time working and can be extended where applicants have worked part-time or had career breaks.

The applicant will be expected to attend the whole meeting and should plan to present an oral presentation. If funding is awarded the local organising committee for the BPS Annual Meeting will accommodate these oral presentations wherever possible.

The CV Information section of the form should explain the relevance of the BPS Annual Meeting to the ECR's professional development. You must also provide a detailed breakdown of the anticipated costs of attending the meeting. This can include registration fees including conference dinner, subsistence and travel. Costings should be based on economy-class accommodation costs and travel wherever possible. Where BPS member reductions are possible these are to be included. No other costs are eligible.

Successful bursaries may not cover the whole cost of attending the BPS Annual meeting so you may need to seek additional funding from other sources. You will need to provide receipts when claiming your award - further information will be given if your application is successful.

Applicants must discuss their applications with their PI or Line Manager and ask them to provide a letter/email of support for submission with the application. This should confirm that the ECR will be able to attend the BPS Annual Meeting, that alternative grant funding is not available or will be used to part-fund attendance, and benefits for the ECR's career development. If you are not working at the time of application a referee who knows your research well can be nominated. The BPS Awards & Training Committee may contact the PI/Line Manager/referee to check on their support for your application.

Funding is awarded on condition that the ECR writes a reflective report about the meeting for the Spring edition of the BPS newsletter *The Psychologist* (deadline 1st March).

Criteria for assessing BPS Early Career Bursary applications

1. The subject matter of the proposed presentation should represent a valid contribution towards psychology.
2. The application should outline the ECR's career to date and their future aspirations in psychology.
3. BPS awards should not be seen as a way of saving money with respect to other sources of funding.
4. Where necessary, there should be an attempt to obtain a contribution to costs from the 'home' institution or elsewhere.

D. Project Awards

Closing Date: 1st May

This scheme is intended to support hypothesis-driven projects that promote and further psychology, its applications and dissemination. These awards are not intended to fund PhD research but there are no further restrictions on the nature of the project, provided it is consistent with the aims of the BPS. Projects may include, for example, feasibility exercises, pump-priming projects, field, laboratory and database research, publications (floras, guides) and outreach (public dissemination and educational activities).

Project Awards shall be for a maximum of £8,000 and applications for lesser sums are encouraged. Projects Awards will not exceed 24 months in duration and the start and end dates should be clearly stated. In exceptional and well justified circumstances, projects that are longer than two years can be proposed – please discuss this with the Chair of the BPS Awards and Training Committee awards@brphycsoc.org well ahead of submission. Salaries and overhead charges cannot be paid by the Project Award Scheme but all other relevant cost items (laboratory and field consumables, travel, computing costs etc) are eligible for support. Evidence that applicants are able to secure part-funding from elsewhere is welcomed, although this is not obligatory.

The BPS occasionally funds projects above the maximum amount where the work is considered to be of high importance to psychology at the international level. The President of the Society is the point of contact for such projects and can be contacted via the Society's Secretary secretary@brphycsoc.org. When such a proposal is considered it would normally be discussed at the BPS Council meeting in June/July.

Projects can be proposed by more than one person, but the Lead Applicant must be clearly shown in the application and, if funding is awarded, that person will be the contact point for BPS for the entire project. All applicants are expected to be BPS members for the duration of the project proposed. When a lead or Co-applicant is an Early Career Researcher, or does not have an independent position, they should ask their project PI or Line Manager to provide them with a letter of support to include with their application. This should confirm the ECR's employment dates, availability to conduct the proposed research and access to the facilities and materials needed for the project.

For projects lasting for more than two years, an 18 month Progress Report will be required. A Final Report will be required within 6 weeks of project end date. Project Award holders will also be expected to submit an article about their project for publication in *The Psychologist*.

Eligibility

The Applicant or Lead Applicant must have been a member of the British Psychological Society for at least 3 months at the time of application.

Application

Use the official application form from the BPS website.

Criteria for assessing Project Award applications

1. Applicants must provide a clear justification for the financial support requested. This will include: the scientific background to the application, a concise description of the work to be undertaken with defined objectives, start and end dates, milestones and anticipated final outcomes.
2. The project-relevant track record of the applicant(s) should be briefly described. A short list of recent publications can be included where these are relevant to the proposal.
3. The Awards & Training Committee will also assess: the relevance of the project for psychology, specific beneficiaries, plans for the dissemination of project outputs (academic, media, educational and public domains), cost effectiveness, and risk and reward. Previous recipients of BPS project funding should make clear how a new application is distinct from previous or existing awards.