



**British
Phycological
Society**
Understanding and using algae

Funding Schemes Guidelines

Revised October 2019

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 awards@brphycsoc.org before midnight on the day of the application deadline. Late applications will not be considered.

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

A. Student Bursaries

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

The BPS allocates funds for a variety of student activities related to the study of algae. These include: (1) **Student Bursaries** for attending phycological meetings, field courses and workshops and (2) **Summer Undergraduate Internships**. Details of these awards and eligibility of applicants are given below.

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

Applicants **must** have been members of the British Phycological Society for at least 3 months before their application and successful applicants should renew their membership where the meeting or workshop falls in the following calendar year. They must also be *bona fide* students in full or part-time education. 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 directly 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), plus modest subsistence costs where required. Where student reductions are offered these must be included. The cost of the 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.

Funding is awarded on the condition that the student writes a report about the event attended for the BPS newsletter *The Psychologist* 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, fieldcourse or workshop and following receipt of the report. Further information is provided at the award notification stage.

Criteria for assessing BPS Student 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 psychology.
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.

Additional criteria applicable to National and International Psychological Meetings not organised by the BPS

1. Relevance of a meeting to the subject 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 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 4-6 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 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. 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 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 (Note: this requirement is being waived for the 1st November 2019 deadline only). 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 Phycologist* (deadline 1st March).

Criteria for assessing BPS Summer Undergraduate Internship applications

1. The subject matter of the proposed presentation should represent a valid contribution towards phycology.
2. The application should outline the ECR's career to date and their future aspirations in phycology.
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 phycology, 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 £5000 and applications for lesser sums are encouraged. The BPS occasionally funds projects above this amount where the work is considered to be of high importance to phycology 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 be

discussed at the BPS Council meeting in June/July. Revisions and clarifications may be required and this means that the lead-time for exceptional funding cases can be quite long.

Most Small Grant projects will not exceed one year in duration and the start and end dates should be clearly stated. In exceptional and well justified circumstances, projects that are longer than one year can be proposed – please discuss this with the Chair of the BPS Awards and Training Committee awards@brphycsoc.org well ahead of submission.

For projects lasting for more than one year, an Annual 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*.

Salaries and overhead charges cannot be paid by the Small Grants 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.

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.

Please note that the usual maximum length of a project is one year. In well justified circumstances proposals for longer projects may be permitted – please discuss ahead of submission with the Chair of the BPS Awards and Training Committee awards@brphycsoc.org

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. The Project Description should be about 500 words in length, with all other sections being about 200 words.

Criteria for assessing Project Award applications

1. Applicants must provide a robust 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.