APPLICATION FOR AN ADELPHI GENETICS FORUM POST-DOCTORAL TRAVEL GRANT

Title	
Full name	
Institute/Department	
Address for correspondence	
Telephone	
E-mail	
Title of current post	
Date of appointment	
Date of termination of current funding	
Date of completion of PhD	
Name of supervisor/laboratory head	
Title of project	
Source of funding	
Name of host	
Address of host department	
Dates of proposed visit	From: To: Total duration:
Total cost of trip (in sterling)	

CURRICULUM VITAE

Education / Training

Date	Degree	Subject	University/Institution

Previous posts

Date from	Date to	Job Title	Department	University/Institution

Awards:

Any other relevant information:

Publications:

Other sources of support for the visit obtained, applied for or to be applied for. If you are awaiting the outcome of an application, give the date of the expected outcome.

Funding agency	Amount requested	Expected date of decision

Purpose of visit – brief summary (max 250 words) emphasising the general research question, what you will do, and the potential for longer term collaboration and/or the transfer of knowledge back to the UK department.

Proposal Details: Not more than 1000 words (excluding references *).Explain the research question you plan to address and the methods that will be used. Indicate clearly how this will be used on your return to your UK department. Please ensure that you explain clearly what you will do during your visit and why this is important in the context of your project. Remember that members of the panel may not have specialist knowledge in your area of research.

**Up to 25 references with max three author names, title, journal, volume, pages, year*

Funding requested (in sterling):
All funding requested should be included below – requests for additional funding (e.g. to cover cost of visas, travel insurance etc) received after a decision has been made will not be considered.

Travel - International	
Travel - Internal	
Maintenance[1,2]	
Accommodation	
Other:	
Total	

Notes: 1. It is expected that applicants will retain their salary or stipend. If the stipend is suspended, the panel will only agree to cover funding under very exceptional circumstances.
2. If you retain your salary or stipend, do not request more than £10 per day if you have self-catering accommodation unless you justify clearly why more is needed.

Justification:
(please note that (i) and (ii) can be ignored if you are applying only to attend a course). You are requested to give a full and clear justification for the costs that you request.

i) the choice of department to visit
ii) the time that you have chosen to spend there. Indicate the planned timetable of work during your visit*
iii) the costs of your travel
iv) the costs of accommodation

**A major question that arises frequently when considering proposals is whether the time requested is appropriate for the work to be carried out - in some cases is it long enough? In others, is it too long? Please address this carefully and consider just how long you really need to achieve your aims.*

APPLICATION

In applying to the Adelphi Genetics Forum for a grant, I hereby declare that I am aware of the conditions attached to grants and declare a readiness to abide by these should my application be successful:

NAME: **POSITION:**

SIGNATURE: **DATE:**

References:

Please ask the following people to provide letters of support by email sent directly to executiveoffice@adelphigenetics.org:

i) your current supervisor
ii) your head of department
iii) the head of the host department, confirming that the project and arrangements proposed by the applicant are acceptable and giving details of any local funding that is supporting the visit.

Note: applications cannot be considered without evidence that the receiving laboratory is willing to host your visit.

You can request a copy of this form in Word format if this is more convenient.

Please send the completed application form and any supporting documents by email to: executiveoffice@adelphigenetics.org

Whilst the completed form must be sent by email, if you have difficulty in signing electronically you may also send a paper copy by post to:

The Executive Secretary
Adelphi Genetics Forum
19 Northfields Prospect
London SW18 1PE