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**LCNTDR NTD Travel Grant Scheme (2019)**

1. **Eligibility criteria**
	1. Applicant must be a full or part-time student (Masters level or higher), or a staff researcher no more than 5 years post-PhD.
	2. Applicant must be affiliated with a LCNTDR member institution (LSHTM, RVC, NHM, ICL).
	3. Applicant must have their application supported by an Associate Director/Director of the LCNTDR. Associate Directors include Dr Tim Littlewood (NHM), Prof Joanne Webster (RVC), and Dr Rachel Pullan (LSHTM). The Director is Prof Sir Roy Anderson(ICL).
	4. The applicant’s project must involve research on Neglected Tropical Diseases (NTDs).
	5. If applying for travel for an international research project, all ethical permissions (from host institution as well as local government) must be obtained prior to travel.
	6. Nominator must testify that applicant does not already have funding through a different source for proposed activities.
2. **What the grant covers**

Successful applicants can use awarded funds for the following travel expenses for field research or training (up to a maximum total of £1,000\*):

* 1. Return flight/train fare
	2. Accommodation
	3. Course fees (if travelling to attend a course)

*\* Please note that the process for reimbursement can be very time-consuming, and we strongly recommend that successful applicants allow the LCNTDR to directly book travel and accommodation (to avoid being out-of-pocket for a long period of time).*

1. **How to apply**

After receiving a nomination from one of the LCNTDR Associate Directors, applicants can complete the attached form and submit to info@londonntd.org.

Applicants are expected to keep travel costs to a reasonable minimum. The LCNTDR Secretariat will determine reasonable maximum amounts for proposed travel.

1. **Deadlines**

Applications will be accepted on a rolling basis between 1 August 2019 and 30November 2019. Grants will be allocated on a first-come, first-served basis until grant funds are exhausted. Early applications are encouraged. Travel funds resulting from a successful application must be used by 30April 2020.

1. **Additional requirements**

Recipients are required to submit a short written report (500 – 1,000 words) detailing their activities whilst traveling, how/why this opportunity was beneficial to them as a young researcher, and how their work (present or ongoing) is contributing to the fight against NTDs. The report must be submitted (to info@londonntd.org) no later than 2 months after the recipient has returned from their trip.

If using funds to attend a training course, evidence of attendance (either an attendance certificate or letter from host institution) must also be provided.

Please direct any questions to Justine Marshall, LCNTDR Manager, oninfo@londonntd.org

**LCNTDR NTD TRAVEL GRANT APPLICATION FORM (2019)**

|  |  |  |
| --- | --- | --- |
| **Title:** | **First Name/s:** | **Last name:** |
| **Institution:** |  |
| **Department:**  |  |
| **Is the applicant: (please tick one)**  | * Full-time student
* Part-time student
* Staff
 |
| **If applicant is a student** |
| Name of course:  |  |
| Course level (Masters/PhD): |  |
| **If applicant is a staff researcher** |
| Job title: |  |
| If postdoc, in what year did you complete your PhD? |  |
| **Purpose of travel (e.g. project title, name of course, etc.):** |
| **Please provide an abstract/brief description of your project (300 words max).** |
| **If applying for funds to attend a training course, please describe how you will use skills from the course in your ongoing work (100 works max).**  |

|  |  |
| --- | --- |
| **Destination:** |  |
| **Proposed Travel Dates** |
| Outbound | Return | Duration of trip (days): |
| **What is the maximum, reasonable anticipated cost of travel?** |
| **Flight/train fare:** |  |
| **Accommodation:** |  | **No. of nights of accommodation:** |  |
| **Course fees (if applicable):** |  |
| **TOTAL:** |  |
| **If you are successful in your application, how do you intend to finance the remaining project costs (if any)?** |
| **Signature of Applicant** | **Date** |

**TO BE COMPLETED BY LCNTDR SUPPORTER (ASSOCIATE DIRECTOR/DIRECTOR)**

|  |  |
| --- | --- |
| **Name** |  |
| **Institution/Department** |  |
| **Email Address** |  |
| **Signature**  |  |

Applicant to submit application to info@londonntd.orgwith “LCNTDR Travel Grant application” in the subject line.