

BHS Conference Grants (from January 2019)

1. Introduction

- This document gives details of BHS policy for the allocation and reimbursement of expenses under what have been referred to previously as “BHS Travel Grants” and are now known as “BHS Conference Grants”. This scheme is primarily to assist attendance at overseas conferences; it applies only exceptionally for within-UK conferences.
- There is a similar policy document covering grants from the Exeter Fund (EF), which is jointly administered by BHS and the UK Committee for IAHS. The EF facilitates attendance at overseas IAHS Scientific Assemblies and IUGG Assemblies – see the separate policy document “BHS Exeter Fund Grants (from January 2019)”.

2. Available Funds

- A within-BHS guide to the amount of funding available for BHS Conference Grants per financial year (FY, to 30 June) is between 5% and 10% of the BHS General Accumulated Fund at the end of the previous FY. The available amount will be determined at the start of each financial year by the BHS Committee. This will ensure that overall BHS financial health will be considered in allocating grants in any given year.

3. Eligibility Criteria

- The scheme is open to all BHS Members, and the Equality Act (2010) applies.
- Applicants must have been Members of the British Hydrological Society for more than 6 months at the time of submitting their application.
- Applicants must be working or studying at a UK organisation or institution, and be resident in the United Kingdom at the time of their application. Conference Grant applications from Members studying or working overseas, and not residing in the United Kingdom, are excluded.
- Applicants must be giving an oral or poster presentation at the event.
- Preference will be given to early-career and first-time applicants. Early career applicants are defined as those completing their undergraduate/postgraduate degree less than 5 years prior to the date of the event. A longer time period is permissible if extended leave was taken and explained within the application.
- Successful applicants are not usually eligible to reapply for a period of 3 years from the date a grant was awarded.
- A maximum of two awards per institution will be made – multiple applications will be considered on their merits and up to two will be selected.

4. Funding Structure

- Funding can be used for flights, accommodation, ground-based transport (the use of personal vehicles must be clearly justified), event registration fees and reasonable personal food and drink costs (alcohol excluded). All items must be supported by receipts. Applicants should keep costs reasonable, for example by using economy travel and taking advantage of early bird registration fees.
- BHS recognises variations in travel costs associated with different geographical destinations, so awards will usually be capped at the following amounts:
 - Europe - £300
 - International - £500

5. Applications and claims

- All correspondence should be emailed to the BHS Honorary Treasurer (see the BHS website for email address) with a subject heading including “BHS Conference Grant, <surname>”.
- Conference Grant applications must be submitted using the form available from the BHS website (typeface only please). The applicant should complete Part A, then pass the form to their supervisor/line manager for completion of Part B. The supervisor/line manager should then email the form to the BHS Treasurer.
- Grants are paid to a successful applicant’s bank account via BACS transfer, not to their employer, university, etc.
- All claims must be made within 4 weeks after the event and be supported by valid receipts. A claim should be submitted using the claim form downloadable from the BHS website, sent as an email attachment. Any scanned documents should be attached to the email and must be clearly readable. Please do not forward or attach emails from booking agents, airlines, etc, (scan and attach these).
- While applications are welcome year-round for any relevant conference, there are certain conferences that attract significant interest (e.g., American Geophysical Union (December) and European Geophysical Union (April)). To that end, a deadline policy is in operation to reduce the administrative workload around the time of major conference events.
 - Deadline 31st January (for conferences taking place March - June).
 - Deadline 31st May (for conferences taking place July - October).
 - Deadline 30th September (for conferences taking place in November - February).
- When submitting a claim the Grant awardee should also submit a summary of their research presented and experience at the conference – the Treasurer will forward the report for possible inclusion in the BHS Newsletter *Circulation*. Reports should usually be about 500 words – longer articles are welcome, if warranted, but should be agreed with the *Circulation* Editor.