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| **Part 1 - Applicant’s details** |
| Surname: |  | Forename: |  | Title: |  |
| Address: |  | Hospital/Institution: |  |
|  |  |
|  | Speciality: |  |
| Email: |  | Telephone number: |  |
| Post (ACF/CL):  |  | Date commenced:  |  | Date post due to cease: |  |

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| **Part 2 - Purpose of funding** |
| Please describe:*Please include cost breakdown, dates of events, URL if available* |  | Venue: |  |

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| **Part 3 - Previous NIHR bursary supervisor statement** (this must be completed) |
| Please give details of funding applied for, with costs breakdown, previously during your post: |
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| **Part 4 - Academic or research supervisor statement** |
| I have discussed this application for funding with the trainee ACF/CL and support this request. |
| Signature: |  | Date: |  |
| Name: |  | Email: |  |
| Title of Current Position: |  | QMUL Budget Code: |  |

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| **Part 5 - Applicant’s declaration** |
| I certify that I have read the guidelines and that all the above information is correct. |
| Signature: |  | Date: |  |

Retrospective applications will not be considered under any circumstances.

**NIHR Bursary**

The NIHR provides £1,000 per financial year per trainee

to Queen Mary University of London (QMUL). QMUL is

responsible for managing the bursary fund and approving

expenditure against the bursary. These notes provide

guidance on applying for funding from an ACL or CL bursary.

All funding requests must be agreed by the Academic or

Research Supervisor and approved by the QMUL NIHR IAT

Academic Lead.

**Eligibility Criteria**

National Institute for Health Research (NIHR) ACFs and CLs

are eligible.

**Purposes for which Funding may be granted**

The bursary cannot be used for consumables and can be

used for attending academic meetings and conferences that

are an important part of ACF/CL training. Please note that

funding allocated will not exceed £1,000 in any academic

year (August - July).

**Applications**

**•** The form allows you to provide a brief plan of how you plan

to use the funds, and must be agreed by your Academic

Supervisor.

**•** Completed electronic forms should be sent to the QMUL

NIHR IAT Programme Administrator at iatadmin@qmul.ac.uk

for approval.

**•** If approved, funds will be transferred to the specified budget

(likely the EdA of the supervisor), where trainees can then claim

against them through the administration of their centre according

to QMUL guidelines (for the latest Travel and Expenses Policy

and expense claim form,

please go to: <http://www.arcs.qmul.ac.uk/policy/>).

**•** As a condition of this funding, you are expected to submit

a brief report, including a breakdown of costs, on how the

funds have been used, at the latest by the end of your

fellowship.

**•** Please ensure you have obtained approval before any

expenditure. Requests should be made at least six weeks

in advance to ensure enough time for the transfer of funds.

Retrospective applications will not be considered under any

circumstances.