



Application for EPS Exceptional Travel Fund for Conference Attendance

(for full details of eligibility, etc. please see: <https://eps.ac.uk/exceptional-travel-fund/>)

The EPS recognises that some institutions do not provide funds to support researchers travelling to attend and / or present at academic conferences. The EPS Exceptional Travel Fund aims to support members' access to EPS meetings.

To apply for the EPS Exceptional Travel Fund, you must be an ordinary EPS member whose institution does not provide any research funds to support attendance at scientific meetings, including the EPS (this includes an annual research allowance or access to internal funding schemes). Applicants will need to provide a letter from their Head of School or Director of Research to confirm that no funds are available.

A condition of the award is that applicants must be presenting either a poster or talk at the corresponding EPS meeting. It is expected that only one application will be submitted per ordinary member each year, though the Committee will consider further applications in exceptional circumstances.

Given the number of ordinary members of the Society, the EPS will cap the number of awards and reserves the right to pause or close this scheme at any time.

**This form must reach the EPS Administrator at least 4 weeks before
the date of the EPS meeting**

Please type or print clearly.

First Name			
Last Name			
Institution Address			
Phone		Email	

- Applicant is an EPS Ordinary Member.
- I confirm a letter is signed by my Head of School or Director of Research to confirm that no funds are available for conference travel. (*Template below*)
- I confirm the funds will be used to attend an EPS Meeting where I am presenting.

Dear EPS Committee,

On behalf of [UNIVERSITY NAME], I can confirm that [APPLICANT'S NAME] does not currently hold a research grant, does not have access to an annual research allowance, and the institution does not offer schemes to provide internal funds for conference travel and accommodation.

Yours Sincerely,

Name:

Signature:

Position within institution:

- Head of School
- Director of Research
- Other, please state:

Details of conference that you wish to attend:

Name and dates of EPS Meeting	
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Estimated costs for attending conference	Amount
<i>We need all <u>travel</u> details, including hotel, train fare, air fare, bus fare, etc. between venue and normal place of residence relating to your institution. We <u>do not</u> need details of elements that are not covered, e.g. conference registration fee. Please note that the EPS is VAT-registered and therefore we will need claimants to record VAT payments they make.</i>	

Signature of EPS Ordinary Member

Signature:

Date:

Please email the completed form with any relevant additional information required to expsychsoc@kent.ac.uk, or send to the EPS Administrator:

School of Psychology
Keynes College
University of Kent
Canterbury
CT2 7NP

Please ensure that this form reaches the EPS Administrator at least 4 weeks before an EPS meeting. If a form is received later than this, the Treasurer cannot guarantee that the application will be considered.