



Travel and training award scheme: guidance

Eligibility criteria

Applications for funding will be considered if the eligibility criteria are satisfied by meeting one or both of the following categories:

- A. Attendance at a national or international conference in an epilepsy-related research area: travel, accommodation, and conference fees.
- B. Attendance at a training course to acquire skills related to the individual's epilepsy-related research area: travel, accommodation if needed, training costs.

Requirements

- You can be considered for an award if you are an early career researcher or PhD student whose funding does not include an allocation for conference attendance or training events.
 - We define an early career researcher as someone who is no more than 8 active research years (full time or part-time equivalent) following completion of their doctoral studies.
- For applications in category A, you should be giving an oral or poster presentation at the conference. Conference attendance to give an oral presentation will be given higher priority for funding than attendance to give a poster presentation.
- For all applications, the decision will take into consideration:
 - the importance of the event or training to your career progression
 - your demonstrated commitment to epilepsy research to date and in the future
 - equality, diversity and inclusion (for example, do you belong to or work with a group underrepresented in research, or does the activity address accessibility, inclusion, or global health equity within epilepsy)
- The Epilepsy Research Institute award scheme should be viewed as a last resort for funding. You should list other sources of funding that you have applied to (for example, Guarantors of Brain or other learned or discipline-specific societies).
- Please include a 1–2 page CV that lists your recent peer-reviewed publications.
- Please include a letter of support from your supervisor; this should:
 - confirm that an allocation for travel/training is not included in your funding
 - comment on the relevance of the meeting or training event for your career progression
 - comment on your commitment to epilepsy research

Exclusion criteria

- Early career researchers, including doctoral students, whose funding includes an allocation for conference attendance (category A) or training events (category B).
- Undergraduate and Masters students.

Important notes

- Our Bursary Scheme grants are up to **£1000** to support the specified activities. This is a pilot scheme, running for 1 year in the first instance. If an award is made, it will be based on an estimation of costs.

- The sum awarded will depend on the estimated costs provided in the application form. Recipients of an award must submit receipts following the event. Any overpayment must be repaid to the Epilepsy Research Institute.
- For this pilot scheme, our Capacity Building Theme Leads will evaluate applications on a quarterly basis, according to the following schedule. We will aim to notify you of the outcome of your application within 5 working days of the decision meeting.

Window	Submission deadline (5pm)	Decision
1	18 August 2025	1 September 2025
2	1 December 2025	15 December 2025
3	23 February 2026	1 March 2026
4	18 May 2026	1 June 2026

- Recipients of awards will be expected to **write a 300–500-word reflection**, which may be posted on the Hub or Institute webpage.
- If you receive an award and are subsequently unable to attend the event, you must notify us and return the money. **You cannot carry forward an award to pay for another meeting or event.**

Epilepsy Research Institute limits of reimbursement for travel and accommodation

Type of expense	Amount	Notes
Use of private cars	45p per mile	• Use Google Maps to calculate mileage
Car parking	Reasonable charges associated with Institute business	• Use of ticket or receipt to claim
Rail travel	Standard class only	• Book advanced tickets where possible
Taxis/Ubers	To be avoided unless cost effective for a group of individuals or specific journey	• Receipts required
Air travel	Economy (non-flexible) class only	
Hotel accommodation	Generally, 3* is acceptable.	• An exception would be if the accommodation is part of the conference or training event package

Questions

If you have any questions, please contact

- Lucy Brooks, Research Grant Officer, l.brooks@epilepsy-institute.org.uk, or
- Martin Smith, Research Programme Manager, m.smith@epilepsy-institute.org.uk

Submitting your application

Your application should include:

- a completed application form signed by you and your supervisor
- a letter of support from your supervisor
- a short CV listing your peer-reviewed publications
- a copy of your abstract acceptance letter or email (for category A applications, and if available)

Please send your application to [**grants@epilepsy-institute.org.uk**](mailto:grants@epilepsy-institute.org.uk)