

Conference Presentation Fund **Guidance Notes for Students** **2020/21**

Thank you for requesting an application for the Conference Presentation Fund. Please take the time to read these guidance notes carefully before completing the form.

If after reading these notes you require further clarification before submitting your application and supporting evidence, please contact the Student Finance Adviser at studentfinance@sgul.ac.uk

GENERAL NOTES

Thanks to generous support from St George's alumni donations, we are pleased to be able to offer a Conference Presentation Fund this academic year.

What is the Conference Presentation Fund?

The Conference Presentation Fund aims to support students who have been invited to present St George's work or research at an external conference in the UK or abroad during the 2020/21 academic year (1st September 2020 to 31st August 2021). Presentations may be made in person or virtually.

Awards of up to £250 will be made to successful applicants in the form of a non-repayable grant to contribute to essential expenditure relating to oral or poster presentations at external events. Costs to be considered may include registration fee, essential materials, travel and accommodation.

Please note that the Conference Presentation Fund is limited and that if your application is successful only part of your costs may be covered. **Each student may make one application relating to one conference presentation in academic year 2020/21.** The assessment process may consider whether an applicant has evidenced additional financial need. The Conference Presentation Fund allocation is finite and once this allocation is exhausted no further awards can be made.

Applications will be accepted on a rolling basis until funds are exhausted

Application forms and supporting documents should be submitted in PDF format, attached to one email and submitted to the Student Finance Adviser at studentfinance@sgul.ac.uk

The assessment may consider whether an applicant has evidenced additional financial need

Incomplete forms or applications submitted without all the necessary supporting evidence cannot be considered

WHO CAN APPLY?

Eligibility

The Conference Presentation Fund is available to UK, EU and international students who are fully registered, enrolled and in attendance on an undergraduate or postgraduate course at St George's at the time of the conference at which they are presenting.

Applicants must be presenting at an **external conference** taking place during the 2020/21 academic year (1st September 2020 to 31st August 2021). Presentations may be made in person or virtually. Retrospective applications can be considered as long as the presentation took place on or after 1st September 2020. Please note that applications relating to presentations at St George's or at events affiliated with St George's cannot be considered.

Applicants should be seeking support with essential costs that they have already incurred, and should supply with their application evidence of the payments they have made using their own funds.

In very extenuating circumstances and cases of significant financial hardship, support may be considered based on estimates of essential expenditure. Full details of the reasons for this request and evidence of the mitigating circumstances should be included with the application form.

Priority applications

Applications are welcome from all fully registered and enrolled St George's students, however the limited funds available mean that it is possible that not all applicants will receive an award. When funds are nearing exhaustion applications may be prioritised based on evidenced financial need.

COMPLETING THE APPLICATION FORM

It is essential that application forms are fully completed, signed and submitted with all relevant supporting documentation.

Incomplete applications or those missing the required documentary evidence cannot be considered. In some circumstances you may be required to supply additional documents – if this applies to you we will contact you by email.

The application must be supported and signed by an academic member of St George's, University of London staff, for example; your project supervisor or personal tutor. **Please scan your application so that it includes copies of original signatures.**

Please ensure that you answer every question – do not leave any boxes blank.

WHAT EVIDENCE SHOULD BE PROVIDED?

The following supporting evidence should be submitted in PDF format by email along with the Conference Presentation Fund application form. Please be reminded that consideration may be given to whether an applicant has evidenced additional financial need.

Evidence of expenditure should show that you have met all costs using your own funds.

- Conference presentation invitation or abstract acceptance (the document should be addressed to you specifically and confirm the location(s) and date(s) you will be expected to attend in order to present)

- Registration fee payment confirmation
- Evidence of expenditure relating to any/all of the following that are applicable:
 - poster printing receipt or evidence of costs relating to any other essential materials
 - essential travel costs (for example, train/flight booking and payment confirmation)
 - essential accommodation costs (for example, hotel booking and payment confirmation)
 - any other essential costs you would like to be considered
- Evidence of the need for financial assistance, if applicable. Some **examples** are given below – these documents are not compulsory and this list is not exhaustive:
 - recent bank statement(s) for all account(s) in your name as evidence of financial need or hardship
 - 2020/21 SFE/NHS award notice showing eligibility for income assessed support
 - 2020/21 St George’s Opportunity Fund Grant entitlement letter
 - evidence of debts or other additional financial commitments

APPLICATION SUBMISSION

Applications are accepted by email only. Please save your completed application form and supporting documents as PDFs and submit the documents attached to one email to the Student Finance Adviser at studentfinance@sgul.ac.uk.

Please be reminded that signatures must be scanned originals (they cannot be typed).

**Applications will be considered on a rolling basis until funds are exhausted
The assessment may consider whether an applicant has evidenced additional financial need**

Please be reminded that incomplete forms or applications submitted without all the necessary supporting evidence cannot be considered

TIMETABLE FOR MAKING A DECISION

As long as the application form has been fully and accurately completed and all of the appropriate documentary evidence is attached, an assessment and decision should usually be made within four working weeks of application submission. All decisions will be communicated by email. Successful applicants will subsequently receive a payment to their stated bank account.

RECIPIENT FEEDBACK

Following the conference presentation, successful applicants will be required to provide feedback upon request.

Application details will be shared with the St George’s Alumni team who may follow up with recipients to learn more about how gifts from alumni have benefitted students.

St George’s will communicate to alumni donors how their funds have been used and the impact of their donations on students’ experiences. St George’s may also wish to use the feedback provided as a testimonial for marketing and fundraising purposes.

DATA PROTECTION STATEMENT

St George's, University of London is a data controller in terms of Data Protection Legislation. The Student Services department follows University policy in matters of data protection, and the data requested in this form is used for the purposes of processing your application and for the subsequent contract with you if your application is successful. We may also use the data provided to evaluate the quality and impact of this service. More detailed information on how the University uses your personal data can be found in the Student Privacy Notice at <https://sgul.ac.uk/privacy>.

Personal data will not be passed on to any third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be directed to the Student Finance Adviser at studentfinance@sgul.ac.uk.

HOW TO APPEAL

If you are not satisfied with the outcome of your assessment and feel that there has been a procedural inconsistency, you may appeal by email to Gavin Taylor, Assistant Registrar (Student Services):

Assistant Registrar (Student Services)
Registry
St George's, University of London
gtaylor@sgul.ac.uk

Please note that any appeal must be made by email within four working weeks of the date of the initial decision. Appeals will be considered by the Assistant Registrar (Student Services) or their designated officer. Their decision will be final.

ANY QUESTIONS?

We hope that these guidance notes have been helpful in assisting your completion of the Conference Presentation Fund application form

If you have any queries, please don't hesitate to contact the Student Finance Adviser at studentfinance@sgul.ac.uk