VALIDATE Annual Meeting Travel Grants - Application Guidance

Summary
VALIDATE is an international research network aiming to accelerate vaccine development for three groups of complex, neglected pathogens - mycobacteria (causing TB, leprosy and other diseases), the leishmanias (leishmaniasis), and *Burkholderia pseudomallei* (melioidosis) - by creating an engaged and interactive community of researchers forming new cross-pathogen, cross-continent, cross-species and cross-discipline collaborations, generating new ideas, taking advantage of synergies and quickly disseminating lessons learned across the Network. We also aim to facilitate continuing professional development (CPD) and career progression among our members, particularly Early Career Researchers, and (recognising inequity in career advancement) researchers based in low-and-middle income countries (LMICs), and those identifying as female or non-binary.

The Network holds an annual meeting, for which a number of travel grants are available to enable LMIC Network members to attend. Up to £3000 per person is available via competitive application to the Network Management Board (NMB). We particularly welcome applications from Early Career Researcher Associate VALIDATE members who do not have their own funding available.

All awardees will be expected to complete a short questionnaire following the completion of their meeting attendance, for inclusion in Network outcomes and publicity.

Please note: it is appropriate (and encouraged) for applicants to maximise their visit to the Annual Meeting, perhaps by setting up further meetings with VALIDATE members at the meeting or in the host country, or giving a presentation at a VALIDATE member institute nearby about your research, to build your network and collaborations. If you plan to do this, please detail this in your application.

Travel Grants are awarded via competitive application to the VALIDATE Network Management Board. To apply, complete the application form (available on our website), and submit it with the required supporting documents to the VALIDATE team, at VALIDATE@ndm.ox.ac.uk before the call deadline. Please see the further details below about this award, what costs are eligible and how to apply. Do contact the team with any further queries.

Please note that we also have an open call for Poster Abstracts, for presentation at the Annual Meeting, and that Travel Grant applications will be strengthened by also submitting an application to present a poster. Details on the poster abstract call, and how to apply, can be found on our website.

Details

Funding eligibility

Applicants: Funding is for VALIDATE members who are from a low or middle-income country (LMIC). Early Career Researchers are especially encouraged to apply. Applications by Early Career Researchers must be supported by their Research Group Leader.

To be considered you must be based for your work at an institute in an LMIC country. A list of eligible countries can be found [here](#): any country on this page counts as LMIC for VALIDATE purposes, no matter which column it is listed in, with the exception of the following countries:

- Belarus – we cannot fund members based in Belarus.
- China – we cannot fund members based in China.
- Democratic People's Republic of Korea – we cannot fund members based in North Korea.
- India – the Indian government does not want to receive UK ODA funds, so Indian members are therefore not eligible for a travel grant and must cover their own costs.
- Iran – we cannot fund members based in Iran.

Value of funding: up to £3000 of actual costs (other funding can be used in conjunction with the VALIDATE funding, to cover travel that is more expensive than £3000 in total).

Activities supported: travel and subsistence costs to attend the VALIDATE Annual Meeting (and related ECR workshop, if relevant). Travel, accommodation, visa, and subsistence costs are eligible:

- We can cover standard travel fares only (i.e. no Premium Economy/Business/First class). You must use the most economical (direct) route and carrier.
- Accommodation costs must be reasonably priced and appropriate to the meeting location: we consider reasonable to be up to £100 per night, although up to £150 is allowed for expensive international cities such as London and New York.
- Wherever possible you should use public transport to travel. **Taxis are not generally allowed on our research grants** (funder rules) so will likely be removed from your travel claim unless there is a significant reason for your using them (appropriate reasons are: no public transport available on that route; arriving late at night and public transport not being available and/or not being safe). If in doubt, please ask the VALIDATE team *ahead* of taking a taxi journey for approval to do so – otherwise you take it at your own risk and may have to pay for the cost yourself.
  You can find information about how to safely get to the venue in our Travel Advice document which will be available on our [website](#), but if you have any concerns or queries about how to travel in the host country, please contact the VALIDATE Team for help.
- We cannot cover a standard 'per diem' cost; for your application please estimate your subsistence costs. If awarded you will need to keep any receipts for meals, wi-fi purchase etc during your visit and use these to claim **actual** costs incurred.
- We cannot reimburse costs for which you do not have a receipt. Request a receipt for everything you spend/buy, and include them in your expense claim submission.

Application process

The application form and associated documents must be submitted by email to the VALIDATE team (VALIDATE@ndm.ox.ac.uk) before the call deadline. You will receive acknowledgement of your application within 48 working hours. All applications go to the VALIDATE Network Management Board (NMB) for competitive review. Applicants will be informed of outcomes within one week of the NMB review meeting.

NMB members will not input into discussions about an application where they have a conflict of interest (see below for details on conflicts of interest). The VALIDATE Scientific Advisory Board (SAB) have oversight of the NMB and the NMB review of funding applications to ensure transparency, fairness and consistency.

CV Guidance:
Travel grant applicants are required to submit a CV (max 2 pages) and publication list (max 1 page) in support of their application. The below list indicates the
information we require to be detailed in your CV. Please note that any additional information supplied is optional.
- Full name
- Email address
- Education history (Bachelors degree and above)
  - Dates of education
  - Course name
  - Institution name
- Employment history (10 years)
  - Dates of employment
  - Institution name
  - Job title
  - Brief summary of your role
- Grants obtained (dates, funder, project title, amount, your role on the project)

Reporting and Payment of Awards

On completion of their travel, recipients of awards are required to complete a simple questionnaire about their attendance at the Annual Meeting. This questionnaire must be completed before the grant funds will be released.

Costs are claimed in arrears, by submission of an expense claim to the VALIDATE Team. **Please note that the Oxford University finance processes can take 2-3 months for expense claims to be processed and reimbursed.** Payment will be for actual expenditure up to the value of £3000. VALIDATE will reimburse costs either to you (if you paid for your travel costs) or your institute (if they paid for your costs). Please keep receipts of all costs you incur.

For members where reimbursement in arrears and Institute pre-payment are not financially viable, we may be able to make alternative arrangements to pay for some items on your behalf. Please contact the VALIDATE Team in advance of your submission if this is likely to be the case for your application (this is for logistical reasons and will <u>not</u> impact on the assessment of your application).

Original receipts **must** be produced to claim an expense.

<u>Expenses must be claimed within 2 months of the Annual Meeting</u>.

VALIDATE Annual Meeting Travel Grants - application guidance document v7.0

Publicity and Data Protection

Travel grant applicants are required to have read the [VALIDATE privacy policy](#).

Copies of applications will be made available to the VALIDATE NMB and SAB for review of the proposal and for post-award administration. VALIDATE may choose to publish details of awards, awardees, and testimonials.

All awards are passed down from [VALIDATE's funders](#) so, to meet our reporting obligations, awardee details may be passed on to these funders as appropriate. These funders in turn have obligations for public accountability and the dissemination of information, so non-confidential details of awards may also be made available on these funders' websites and other publicly available databases, and in reports, documents and mailing lists. The VALIDATE funders will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of their funding, study of trends and policy and strategy studies.

Conflict of Interest

Examples of a conflict of interest include:
- Close active collaboration impacting on the application being reviewed
- Holding a current position on the governing body of the applicant organisation
- Personal/family relationship with the applicant(s)