

GUIDELINES FOR CHEST HEART AND STROKE SCOTLAND TRAVEL AWARDS

CHSS will consider applications for assistance with travel, up to **£1,000**, to present papers/posters on research projects, study at an established centre of excellence in the UK or abroad, or to allow specialist training, thus allowing the dissemination of knowledge.

Applicants must be living and working in Scotland.

The objectives of CHSS Travel Awards are (a) to assist in the dissemination, both outwith Scotland and within the country, of research results of significance to the care of people affected by chest, heart and stroke illness; (b) to assist with study at established centres of excellence and/or specialist training, where this will facilitate improved patient care.

All awards would be for travel costs only, with priority given to travel to present research funded by CHSS. Travel to present research funded by other charities or industry sources would not normally be considered

Travel awards for nurses, AHPs and medical students will take priority over medical staff. For non-medical staff, and in exceptional circumstances, accommodation costs and registration fees may also be considered. It should be noted our allowance for overnight accommodation is £65.00.

Medical staff employed at higher than FY2 would not normally be funded. **Joint applications will not be considered by the Committee.**

Two months' notice of intended travel must be given, and applications cannot be tabled on the day of the meeting, or considered retrospectively.

Applicants must approach their employer/centre of education for funding before approaching CHSS, and any pledged funding noted on application.

It is a stipulation of funding that a short report be submitted to CHSS immediately after returning from travel. Receipts should be submitted, and should there be any unspent monies on accommodation, etc., these should be returned to CHSS.

Committee dates and deadlines for applications for **2013** are as follows: -

<u>Deadline for receipt of application</u>	<u>Committee date</u>
21 st January	7 th February
11 th March	28 th March
27 th May	13 th June
26 th August	12 th September
28 th October	14 th November

20 copies plus original are required and your application should give the following information:

- Applicant(s) name
- Address for correspondence, including email and daytime telephone number
- Degrees, present appointment and NHS scale (if applicable)
- Present employer and place of employment
- Date(s) of intended visit
- Place of intended visit/study, etc.
- Brief details of study being presented (if applicable)
- Anticipated outcome of visit and foreseeable benefits on return
- A full break-down of costs involved, any monies received, and amount requested from CHSS
- Head of Department approval (if applicable)

For further information contact Mrs. Fiona Swann-Skimming at CHSS, Rosebery House, 9 Haymarket Terrace, Edinburgh EH12 5EZ, on 0131 225 6963 or email fiona.swann-skimming@chss.org.uk