

**MEETING SUPPORT GRANT**

To support members in the organisation of a wide range of endocrine events and meetings; small or large and with a clinical, nursing or scientific focus.

**Please note that virtual events will also be eligible for support.**

Members can request up to a maximum of £10,000, which may be used to fund any related organising expenses, including speaker or delegate attendance costs.

There are two deadlines for this grant: **Wednesday 27 May 2020 and Wednesday 28 October 2020.**

The Society is particularly keen to work collaboratively with other academic organisations.

Contact **grants@endocrinology.org**if you wish to discuss your proposal with us before you apply.

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| **APPLICANT DETAILS** |
| Applicant’s name |  |
| Institutional address |  |
| Email address |  |
| Telephone contact number |  |
|  |  |
| **EVENT DETAILS** |
| Event name |  |
| Date of event |  |
| Location (and venue if known). If it will be a virtual event, please give details. |  |
| Area of specialism |  |
| Is the event being organised by a professional/commercial conference organiser. Please give details |  |
| Is the event one-off or part of a series?Please give details |  |
| Details of event including relevance to endocrinologyPlease attach details of the draft or final programme or an outline of the proposed programme |  |
| Does the event clash with any SfE events<http://www.endocrinology.org/meetings/> |  |
| Please list all members of programme organising committee |  |
| Name/s of Society for Endocrinology member(s) on the programme organising committee |  |
| Who is the target audience? |  |
| Web link for supplementary information (if relevant) |  |
|  |  |
| **FUNDING/ENDORSEMENT DETAILS** |
| Details of any other funding relating to this event from another company or institution, etc Amount of expected financial support |  |
| Are you requesting full financial support for this event or partial support for an element of it |  |
| Amount requested in this application |  |
| Please give a detailed breakdown of your funding request (e.g. speaker support, delegate attendance and/or travel support, venue support, virtual platform etc.) |  |
| Other organisations who have been approached for endorsement |  |
| Have you received funding from the Society for any other event in the last 5 years If yes, please give brief details |  |

**TERMS AND CONDITIONS:**

Applicants should be members of 1 year’s standing or more at the time of application or at least 6 months’ standing if an Early Career member.

If funding is to assist with the organisation of a meeting or event, the Society should be acknowledged as a sponsor in the meeting materials

The applicant will provide a report in a standard format no later than one month after the event. In addition, grant holders may be approached to provide an article suitable for publication in *The Endocrinologist* or one of the Society’s journals.

The event should ideally take place within one year of the award, but can be extended to two year given the current Covid-19 pandemic. If the event does not go ahead, please inform us as soon as possible as funds may need returned and reallocated.

If appropriate, keynote speakers may be approached to submit a review to one of the Society’s journals. Consideration should be given as to the suitability of coupling the topic to a themed issue of one of the following journals: *Journal of Endocrinology*, *Journal of Molecular Endocrinology*, *Endocrine-Related Cancer*, *Clinical Endocrinology* or *Endocrine Connections*.

The Society undertakes to:

* Publicise the event to all members
* Send Society promotional literature normally a week in advance of the event, to be displayed.
* If appropriate, we may send a staff member who may wish to address delegates.

**Applicant’s signature and acceptance of terms and conditions**

Date

Please submit your application electronically to grants@endocrinology.org

**Privacy details**

In order to evaluate your application, the data that you submit via this form will be shared with the Grants Panel, relevant Society members and staff working for the Society for Endocrinology. We will store your data securely and only authorised personnel will be able to access it.

If your application is unsuccessful we will delete your application data from our systems one year from the deadline for this grant. If your application is successful, we will hold your application data for 7 years in order to administer the grant and subsequent impact reporting.

Applications will be considered by a Review Panel who will seek additional expertise if required. The decision is final and not subject to appeal.