

## **PTZ Travel Grant Guidelines**

The Polish Zebrafish Society offer Travel grants of up to 2,000 PLN to **PhD students** and **Postdocs** (max. 3 years after obtaining PhD degree, employed by University/Institute/Institution, without external grants and funding) wishing to make collaborative visits to other zebrafish laboratories in Poland. These are designed to offset the cost of travel/accommodation and other related expenses. There is no restriction on nationality.

### **What is a Polish Zebrafish Society Travel Grant?**

- The Polish Zebrafish Society offer Travel grants to PhD students and Postdocs (see terms above) in Polish Universities and Research Institutes to undertake collaborative visits to perform research using zebrafish as model organism.
- These fellowships are designed to offset the cost of travel and related expenses.
- Visit length is for a period of a minimum of 5 working days.
- The maximum value of an award is 2,000 PLN.
- The Travel grant does not support attendance at scientific meetings, conferences or training courses.

### **Who can apply for a travel grant? (All following criteria must be met)**

- PhD students and Postdocs (see terms above) using zebrafish as a model organism in Poland.
- Members of the Polish Zebrafish Society.
- Applications are strictly limited to only one person per home laboratory at a time.
- Only students and Postdocs (see terms above) in Polish universities and research institutes are eligible to apply.

### **How are applications assessed?**

- Applications will be evaluated for their merit across several attributes, including the suitability of the host lab, merit of the research proposal, benefit to the contribution to applicant's overall project.
- Priority will be given to students who have completed at least 1-year of their PhD studies and have at least 6-months of studies left.
- A grant committee will screen the applications and forward it to suitable experts in a relevant field.
- Applicants will normally be informed of the outcome of their application within 8 weeks of the application deadline.

### **Completing the application form:**

- Only one application can be submitted by an applicant.
- All sections of the application must be completed unless specifically stated.
- The application and all supporting documents must be submitted in English.
- All attachments must be uploaded as a PDF format with proper labeling of the file names.
- Incomplete applications will not be accepted.
- Host laboratory. The host should be the person responsible for receiving the applicant and contact information should include their position and email address.

- Details of travel: should include dates of the proposed visit which may be provisional at the time of application, but should be confirmed prior to your visit if the Travel grant is awarded.

**Documents to be submitted with your application:**

- Filled Application form
- Research proposal – maximum of 1000 words.
  - (Please rename your file to match this format: Name\_Surname\_Proposal.pdf)
  - Scientific objective of PhD
  - Main accomplishment of the PhD research till date
  - Proposed research in the host lab during the travel period
  - How will this travel grant advance your PhD research goals
- Letter of support from your supervisor should make specific reference to the Travel grant.
  - (Please rename your file to match this format: Name\_Surname\_Letter1.pdf)
- Letter of support from your host laboratory should refer to the proposed project.
  - (Please rename your file to match this format: Name\_Surname\_Letter2.pdf)
- Applicants' Curriculum Vitae – one page
  - (Please rename your file to match this format: Name\_Surname\_CV.pdf)

**Reports from successful applicants:**

- You will be required to provide a 250-500 word full report within 1 month of return from the host lab.

**Receipts [evidence of expenditure] from successful applicants:**

- We will require receipts following the completion of your trip (accommodation invoices, travel tickets)

**Terms & conditions\* :**

- The date of travel must occur within 12 months of funding being awarded, but not faster than within 2 months after the submission.
- If your application is successful, you will be required to confirm your acceptance by email within 2-weeks of the announcement of the results.
- Funds will be paid directly into your personal bank account once the grant has been approved. We require you to acknowledge receipt of funds.
- Awarded funds must be returned in full if for any reason you are unable to complete the planned trip.
- We may require a partial return of funds in the event that you undertake a shorter trip than the one detailed in your application.
- We are unable to 'top-up' the fellowship in the instance that the actual cost of travel exceeds the funding awarded.
- Under no circumstances is a Travel grant transferable to another person.
- On completion of your visit, you must return to your home laboratory for at least six months.

\* The Travel Grant Committee reserves the rights to change the terms/conditions due to unexpected circumstances and will inform about it on the website.