

## PTZ Travel Support Grant Guidelines

The Polish Zebrafish Society offers Travel Support Grants of up to 2,000 PLN to young researchers, who wish to make collaborative visit to other zebrafish laboratories in Poland. The researcher must fulfil one of below criteria:

- 1) **The researcher without PhD degree**<sup>1</sup>
- 2) **The researcher with PhD degree**<sup>2,3</sup>

### What is Polish Zebrafish Society Travel Support Grant?

- These fellowships are designed to offset the cost of travel and accommodation
- Visit length is for a period of a minimum 5 business days
- The maximum value of award is 2,000 PLN
- The travel grant does not support attendance at scientific meetings, conferences, workshops or training courses

### Who can apply for a Polish Zebrafish Society Travel Support Grant?<sup>4</sup>

- Members of the Polish Zebrafish Society
- Non-members are welcome to join the society by sending an application form available at our website (<https://zebrafish.org.pl/Downloads.html>)
- Applications are strictly limited to only one person per home laboratory at the time

### How are applications evaluated?

- Applications will be evaluated for their merit across several criteria (including: suitability of the host lab, merit of the research project proposal, benefit to the contribution to applicant's overall project)
- A **Travel Support Grant Committee** will review the applications and forward them to the suitable experts in a relevant field
- Applicants will normally be informed of the outcome of their application within 6 weeks of the application deadline
- Successful applicants are referred to as **Travel Grant Nominees**

<sup>1</sup> BSc, MSc, PhD student

<sup>2</sup> postdocs, max 3 years after obtaining PhD degree, employed by University/Institute

<sup>3</sup> prolonged time after PhD for people with maternal/paternal leave or medical leave based on declaration

<sup>4</sup> all following criteria must be met

<sup>5</sup> the Travel Grant Committee reserves the rights to change the terms/conditions due to unexpected circumstances and will inform about it on the website

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

- Only one application can be submitted by an applicant during a 3 year period
- All section must be completed
- The application and all supporting documents must be submitted in English
- All attachments must be uploaded as a PDF format with proper labelling of the file name
- Incomplete applications will not be processed
- Host lab should designate the person responsible for receiving the applicant and contact information should include their position and e-mail address
- Details of travel should include dates of the proposed visit (it may be estimated at the time of application, but should be confirmed prior to your visit if the Travel Support Grant is awarded)

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

1. Filled Application Form
2. Research proposal – max. 1000 words (please rename your file to match this format: Name\_Surname\_Proposal.pdf)
  - Scientific objective of the project
  - Main accomplishment to date
  - Proposed research in the host lab during the travel period
  - How will this travel grant advance your research goals
3. Letter of support from your supervisor (please rename your file to match this format: Name\_Surname\_Letter1.pdf)
  - Should make specific reference to the Travel Grant
4. Letter of support (invitation letter) from your host lab (please rename your file to match this format: Name\_Surname\_Letter2.pdf)
  - Should make specific reference to the Travel Grant
5. Applicant's CV (please rename your file to match this format: Name\_Surname\_CV.pdf)
  - One page
6. Grant budget plan (please rename your file to match this format: Name\_Surname\_budget.pdf)
  - The cost estimate for all travel and accommodation must be specified within the Travel Grant budget
  - Refer to the Cost Estimate section in the Application Form

All documents must be sent via e-mail to the Polish Zebrafish Society Travel Support Grant Committee: **ptz.travel.grants@gmail.com** (preferably in one Zip file)

### **Documents from successful applicants:**

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

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### Regulations of costs reimbursement:

- The reimbursement covers exclusively accommodation and travel expenses
- Expenses must be in an agreement with the estimated grant budget plan provided as a Cost Estimate in the Application Form
- The reimbursement is paid based on invoices, bills or tickets provided to the Polish Zebrafish Society by Travel Grant Nominee (details below)
- Invoices and bills must be issued to Polish Zebrafish Society, with the following billing details:  
POLSKIE TOWARZYSTWO "ZEBRAFISH"  
Dra Kazimierza Jaczewskiego 8D  
20-090 Lublin  
NIP: 7123369870
- Invoices and bills not including the above billing details will not be accepted
- Both the invoices-to-pay and paid invoices will be accepted
- Invoices, bills and tickets must be sent by email to both: - to the contact email of the Polish Zebrafish Society Travel Support Grant Committee: **ptz.travel.grants@gmail.com** - and the Treasurer of the Polish Zebrafish Society: **anna.sarosiak@gmail.com**
- Submitted costs are evaluated and reimbursed as soon as possible, within a maximum of 7 days from the date of acceptance by the Treasurer of the Polish Zebrafish Society, but usually within 24 hours
- All questions and concerns regarding cost reimbursement should be directed to the Treasurer of the Polish Zebrafish Society

### Terms & conditions<sup>5</sup>

- The date of travel must occur within 6 months of funding being awarded
- If your application is successful, you will be required to confirm your acceptance by email within 2-weeks of the announcement of the results
- Awarded funds, if given before the travel, 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 if you undertake a shorter trip than the one detailed in your application
- We are unable to supplement the fellowship in the instance that the actual cost of travel exceeds the funding awarded
- Under no circumstances is a Travel Support Grant transferable to another person
- On completion of your visit, you must return to your home laboratory for at least six months

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