

## PTZ Travel Support Grant Guidelines

The Polish Zebrafish Society offers Travel Support Grants to cover the cost of technical professionals who wish to participate in: a course or training visit to a zebrafish facility, a conference on the technical and legal aspects of zebrafish husbandry, and training/workshops on methodology that could be used in research. Activities must take place at institutes/universities/companies in Poland (up to PLN 2,000) or abroad (up to PLN 3,000).

The applicants must fulfil the following criteria:

- 1) Be a member of the PTZ
- 2) Be a technical employee directly involved in zebrafish breeding, or
- 3) A scientist who plans to establish a zebrafish animal facility.

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

- These fellowships are designed to offset the cost of registration fee, travel and accommodation
- The maximum value of award is PLN 2,000 for domestic travel and PLN 3,000 for international travel

## 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>)
- A person working in a technical position in a zebrafish animal facility or wanting to start a zebrafish facility
- In the case of group visits, each member should submit their individual applications and refer to other colleagues in their cover or invitation letter. The necessity of group visits needs to be well justified.

## How are applications evaluated?

- Applications will be evaluated for their merit across several criteria (including: suitability of the host institution, value and importance of planned training, courses or conferences for the development of the animal facility, impact on improving the level of knowledge and competences of the applicant and the justification for using a given course in research projects using zebrafish.)
- 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:**

- All sections 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
- 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)
- The visit has to be completed within 6 months from the award of the Travel Grant
- A successful Travel Grant Nominee may not apply to the subsequent call

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

1. Filled Application Form
2. The abstract and its submission proof (in case of conference and workshop attendance).
3. Invitation letter from hosting institution (in case of training or research visit).
4. Cover letter – max. 1200 words (please rename your file to match this format: Name\_Surname\_Proposal.pdf)
  - Purpose: submitting applications (trip, training/course, conference, animal facility selection).
  - How the grant will support your development and impact the animal facility where you work. Will the knowledge/skills you gain impact the development of others?
  - Indicate previous zebrafish experience and trainings
5. 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
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](mailto: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/taking the course.
- Travel Grant Nominees are encouraged to send a photo or a social media post for the PTZ
- After completing the trip, a verbal report or short presentation should be made to the PTZ technical group

### **Regulations of costs reimbursement:**

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

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- The reimbursement covers exclusively accommodation, travel expenses, course fees and conference registration.
- 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 maximum funding for respective category
- Under no circumstances is a Travel Support Grant transferable to another person

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