**The Barts and The London**

**Conference Partnership
Guidance Notes & Conditions**

**The Barts and The London Conference Partnership**

**Guidance Notes for Applicants and Conditions of Support**

***As funds available are limited and the application process will be competitive, those wishing to apply are asked to read these Guidance Notes carefully before completing the application form, and to review the Conditions of Funding to ensure, should funding be awarded, that they are aware of their responsibilities in relation to it.***

1. **Guidance Notes**
2. **Introduction**
	1. The Barts and The London Students’ Association (BLSA), in partnership with the Barts and The London School of Medicine and Dentistry and the Medical Defence Union (MDU), supports students in the running of academic health conferences through the operation of a Conference Partnership..

* 1. Conferences may otherwise be described as:
* Congresses
* Conventions
* Seminars
* Symposiums
* Forums
* Summits
* Any other synonymous term.

Provided the conference is centred on a theme in healthcare, with a basis in promoting the advancement of medical education and research, usually through welcoming speakers and hosting workshops. The Research Deanery will make a decision on whether the proposal fits the definition of being a conference.

* 1. Applications may be made by individual BL students, and BL Student Groups (typically Academic Societies).
	2. Applications may be made by BLSMD students on the Whitechapel, Gozo, Charterhouse Square or West Smithfield campuses.
	3. The Barts and The London Students’ Association maintains its involvement in the Conference Partnership through the Barts and The London Association Fund and therefore, the Association Fund will not accept applications for academic conferences.
	4. Funding will not normally be granted to cover the cost of alcoholic drinks or travel.
1. **The Application Process**
	1. Applications for funding must be made on the prescribed form. Applicants may be required to provide additional supporting information or documentation.
	2. Applications are considered as received, at the next monthly meeting of the Research Deanery, with BLSA Representatives (Student President, Vice-President London, Societies Officer) present. It is recommended to submit at the following times of the year:
* Start of Semester 1 (i.e. September)
* End of Semester 1 (i.e. December)
* End of Semester 2 (i.e. March)
* End of Semester 3 (i.e. July)
	1. Applications are considered only if the proposed conference takes place at least three months after it is first submitted to the Partnership (i.e. a conference in April must be submitted no later than January).
	2. Applications should indicate what level of interest there is in the conference, and how it will be different and quality-assured.
1. **The Decision Process**
	1. The decision whether or not to award funding and how much to award will rest with the Conference Partnership.
	2. Partnership members are required to declare any interest in an application, and if considered a conflict of interest by the rest of the Partnership, they must sit out of the discussion entirely.

* 1. While there is no limit on the amount of funding which can be applied for by a particular applicant, or the number of applications which can be made by an applicant, the Partnership will be concerned to ensure a fair allocation of available resources between competing interests. Therefore, usually the maximum amount awarded for one bid will not exceed £500, and the maximum amount awarded to one applicant over the course of the year will not exceed £1000.
	2. The amount and conditions of any funding awarded will at all times be at the discretion of the Partnership.
	3. **The Partnership’s decision on each application will be final.**
1. **The Application Form**
	1. Guidance on completing the application form can be obtained from president@bartslondon.com.
	2. Where an application is made on behalf of a BL Student Group, **it is a requirement to specify a named individual** (‘responsible person’) **who will be responsible for leading the project** *(Section B2)*. The responsible person will be required to sign the application and deal with the Conference Partnership on all matters relating to the application and any funding awarded.

* 1. Where an application is made by an individual student, **it is necessary to obtain, in advance, the agreement of someone who is a recognized budget holder in Queen Mary University of London Students’ Union to manage transactions on their behalf** *(Section B3)* as funding awards cannot be transferred a private bank account (see section 5 below *Making Purchases with Barts and The London Conference Partnership Awards*). Details of the ‘nominated budget holder’should be provided in (*Section B3*).
	2. All relevant details requested on the application form must be provided and the form must be signed by the responsible person. Signatories should note the specific matters they are confirming, or agreeing to.
	3. In relation to budgeted items of expenditure, *(Section D1 & D2)*, applicants are asked to provide sufficient breakdown of items and sufficient detail in relation to each item to enable the Partnership to assess whether or not the budgeted sums are reasonable (estimates or quotes from suppliers are advisable).
	4. In relation to budgeted items of income,*(Section D3, D4 & D5)*, applicants are asked to provide details of **all** anticipated income. Where a project is budgeted to generate a profit, the purpose for which this profit will be used must be stated. The Partnership may consider projects where income generated by the project is proposed to be used for purposes other than meeting project expenditure, provided such a proposal is reasonable, in the opinion of the Partnership. In this context, the Partnership is able to consider, for example, funding which has the effect of contributing to the future sustainability of a project. But the Partnership will **not** consider funding which has the effect of contributing to money raised for external charities or external voluntary organisations.
	5. The Partnership reserves the right to underwrite a project by providing funding in advance of anticipated income (e.g. ticket sales) and covering the risk of any shortfall, or the unsuccessful outcome of a bid for another source of funding. In this instance, the Conference Partnership may require the refund of any surplus upon completion of the project, or withhold any unspent grant.
	6. The Partnership will typically underwrite conferences which have proven to be successful in the past, rather than provide grant funding. New conferences will be eligible for both grant funding and underwriting.
1. **Making Purchases with the Barts and The London Conference Partnership Awards**
	1. Where a successful application is made by a BL Student Group, payment will be credited to the relevant cost centre and budgeted items should be purchased in the normal way in accordance with QMSU Finance Procedures.
	2. Where a successful application is made by an individual student, budgeted items should be purchased in one of the following ways:
2. By the nominated budget holder, on the student’s behalf, via an account with an existing supplier.
3. By the nominated budget holder, on the student’s behalf, against a supplier’s invoice.
4. By the nominated budget holder, on the student’s behalf, through a QMSU process.
5. Exceptionally, the student may choose to make a purchase at their own expense and claim reimbursement via an expenses claim, supported by the relevant receipts.
6. **Conditions of Funding**

The following conditions shall apply to all funding, together with any other special conditions imposed on any particular successful bid. Applicants are required to comply with all relevant conditions and all responsible persons are required to ensure the conditions are complied with. **Failure to comply may result in funding being withdrawn and/or requiring repayment at any time.**

1. Conferences supported must be accessible by all Barts and The London students.
2. Any funding awarded must be used **only** for the purposes for which it was clearly stated. No significant changes may be made to the project without prior permission from the Partnership.
3. Funding cannot be used to pay for expenses incurred in advance of the application.
4. A refund will be required of any underspend of funding at the end of a project. If funding is granted to underwrite the conference, any surplus generated by the conference (up to the amount of the funding granted) must be returned upon completion of the conference.
5. Any funding awarded must be acknowledged in all promotional and publicity material relating to the project (by inclusion of the Barts and The London Students’ Association, Barts and The London School of Medicine and Dentistry and the Medical Defence Unions’ logos).
6. The Partnership will be entitled to request submission of an interim report on the project at any time.
7. The Partnership will be entitled to request submission of a final report on the project in the prescribed form, together with all supporting information and documentation, within 21 days of the end of the project.
8. The project must at all times comply with all applicable legislative and regulatory requirements.
9. Copies of all financial and other information/documentation relating the project must be supplied to the Barts and The London Conference Partnership on demand.
10. All financial and other information/documentation relating the project must be retained by the applicant for at least two years from the award of any funding (without affecting any legal responsibilities of applicants to retain such information/documentation for longer periods).

**The BLSA Student President’s Council reserves the right to amend the above Conditions without notice.**