**International Mass Spectrometry Foundation**

**Student Travel Grant Application**

**Guidelines for student travel grant applications to attend an International Mass Spectrometry Conference (IMSC)**

1. The IMSF will make available an agreed budget for travel grants to students to assist attendance at the IMSC.

2. Student applicants must hold membership of one of the affiliate societies of the IMSF.

3. Applications must include evidence of student status; a letter of support from the research supervisor; details of any other financial support; and evidence that the student is contributing to the scientific program of IMSC as the presenting author (oral or poster presentation).

4. Grants will be adjusted by the IMSF using a factor based on the standard of living in the student’s domestic country and the distance from that country to the venue of the IMSC.

5. The economic factor for the standard of living and the distance will be determined by the IMSF based on accessible public data.

6. The minimum grant will be €100 and the maximum grant will be €750.

7. In the event that the total amount of valid applications requested exceeding the allocated budget, the IMSF will rank the grants and fund until the total budget is consumed.

8. The closing date for all applications is midnight (GMT) **June 1st** prior to the IMSC. Applicants will be notified of the decision by **July 1st** of that year.

9. The IMSF will not correspond on their decisions for awarding a travel grant, or the amount granted.

10. Electronic payments will be made by the IMSF Treasurer *after* IMSC and upon receipt of the conference report (see 11). At the IMSC the IMSF Treasurer must be provided with original receipts for travel expenses and details of the students private bank account to enable electronic payment.

11. All recipients of travel awards must produce a two-page report highlighting the scientific benefits of attendance at the IMSC. The IMSF withholds the right to use these reports for publicity and host whole or edited versions on the IMSF website.

12. The provision of the IMSF travel award must be acknowledged in the poster or oral presentation. A copy of the IMSF logo can be obtained from the IMSF secretary; this logo must only be used for this presentation and must be deleted from the recipient’s computer following the presentation.

**Complete all details and forward documents to:**

Professor Stephen Blanksby

Secretary of the International Mass Spectrometry Foundation

E-mail: stephen.blanksby@qut.edu.au

**Your Name:**

**Your Address:**

**City:**

**Postcode/ZIP code: Country:**

**E-mail: Telephone:**

**Your presentation at the conference is entitled:**

**Actual (or estimated) cost of your travel to the conference (specify amount and currency):**

**Other financial support (please specify amount, source and currency):**

**Statement of support from relevant supervisor:**

**Supervisor Name (please print): Signature:**

**Position: Date:**

**I confirm that I am a member of the following affiliated mass spectrometry society (specify name of IMSF affiliated society):**

**I confirm that I am a student applying for an IMSF travel award to attend the IMSC Conference and I certify that all of the information above is correct. (False representations will invalidate this application.)**

**Student Name (please print): Signature:**

**Date:**