



Animals in Science - Education Trust

Patron: Professor Lord Naren Patel KT

Chair of Trustees: Professor Sir Richard Gardner FIAT (Hon) FRB

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Karen J Gardner, Wendy Steel BSc (Hons) FIAT

Registered Charity Number 1133119

Registered Office: 5 South Parade, Summertown, Oxford OX2 7JL

## AS-ET Bursary Applications

### **Information and Rules for Applicants**

Applications may be made to AS-ET for an award to attend relevant courses and scientific, training and other related CPD meetings in the UK and overseas. Awards may be applied for at any time of the year and applications should be sent to The Secretary in accordance with the rules below.

The Trustees policy on awarding bursaries can be seen on the Bursary page of the [AS-ET Website](#)

### **Amount of each award**

The maximum amount awarded for each application will be decided by the Trustees on a case by case basis.

In the case of applications for the IAT Higher Education programmes the Trustees will consider applications for a maximum of two modules at a time. Funds will be released per module on evidence of successful completion of the previous module.

In the case of IAT Level 2 and 3 courses applications will be considered for each level. Other applications (e.g. short courses, travel bursaries, higher degree courses, meetings, research projects) will be considered on a case by case basis.

Note: The number of bursaries AS-ET can grant in any year depends on the funds we have at our disposal.

### **Rules for applicants**

- a) Applicants must be employed, or have recently been employed, as laboratory animal technical/care staff in Licensed establishments in the UK or the Republic of Ireland.
- b) Awards are available for relevant meetings and courses within the UK and overseas and within/outside the country of residence of the applicant.
- c) Applicants must attach supporting evidence for their application. This should be a paragraph of not more than 300 words.
- d) Applicants will be informed of the decision as soon as possible.
- e) Applications should be submitted to the Secretary of the Board of Trustees not later than six weeks prior to the meeting.
- f) Funding will only be allocated to those applicants who can confirm that no other funding, or only part funding, is available. Applicants should normally supply the email address of their employer where requested on the form. In the rare case where applicants do not want to approach their employers they should put their own email address in this box and attach a note explaining why they do not want their employers contacted.
- g) Applicants should note that when a bursary is awarded a contract exists between AS-ET and the successful applicant. The applicants side of the contract is to attend the course and complete all the required coursework in the time dictated by the course provider and to provide a report at the end of the course. AS-ET will pay the fee that is stated in the letter confirming the bursary.

### **Payment of Bursary**

Payment of successful bursaries will be made by the Secretary of the Board of Trustees.

The applicant should state the preferred method of payment at the time of the submission and to whom they are payable. Wherever possible AS-ET will pay the course provider directly.

If a successful applicant does not attend the meeting in part or whole, or does not complete the course, AS-ET reserves the right to reclaim any money provided.

### **Reports**

Successful applicants for the awards will submit a report of the course or meeting to the Secretary of the Board of Trustees within one calendar month of completion. AS-ET reserves the right to publish that report on the AS-ET Website, in the AS-ET Newsletter, IAT Journal/Bulletin or similar within the same year of attendance at the meeting. The reports are circulated to the people who donate to AS-ET so we can award bursaries. They will be interested to know how the course has contributed to the development of your career.

### **Publicity**

The names of successful applicants and sums awarded to them may be published by AS-ET. The completed form should be submitted online. (*Online Form Updated May 2018*)