

FEMS Meeting Attendance Grant - Regulations



Regulations reference number: MAG20140212

General

1. FEMS provides Meeting Attendance Grants to early career scientists working in Europe who wish to attend microbiology meetings that are not supported by a FEMS Meeting Grant. A calendar of the FEMS-supported meetings is published on the FEMS website (www.fems-microbiology.org > Events > FEMS Meetings).
2. The maximum amount of a Meeting Attendance Grant is EUR 600, the minimum is EUR 250.
3. One grantee cannot receive a Meeting Attendance Grant more than twice.
4. Meeting Attendance Grants may support attendance at meetings worldwide but preference will be given for meetings within the European area.

FEMS Central Office
Keverling Buismanweg 4
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Applicants

5. An early career scientist wishing to apply for a Meeting Attendance Grant should:
 - be a microbiologist active in research,
 - have either:
 - obtained his / her highest academic degree (Bachelor, Master or PhD) less than five years prior to the application deadline date or
 - be a PhD student,
 - be a resident in a European country or a country that has a FEMS member society,
 - be a member of a FEMS member society for at least one full year directly preceding the application deadline,
 - be the presenting author of a paper (oral or poster)



Application procedure

6. FEMS Meeting Attendance Grant applications are submitted electronically in the FEMS grants online system and should contain:
 - a *curriculum vitae* including a list of publications
 - a copy of certificate of the highest academic degree obtained or a confirmation of PhD student status from the home university or institution
 - a letter of recommendation
 - abstract(s) submitted to the meeting
 - a letter confirming the acceptance of the abstract by the meeting organizers (in case of late delivery, this letter can be uploaded after the application deadline)
7. The FEMS Delegate of the applicant's FEMS member society should check the accuracy of the application and endorse it through the FEMS grants online system.
8. Complete applications should be submitted by the deadline of:
 - 1 April 12.00 CET, for attendance at meetings opening between 1 May – 30 September.
 - 1 September 12.00 CET, for attendance at meetings opening between 1 October-30 April.
9. Questions relating to the application procedure can be addressed to the FEMS Grants Administrator.

Registered Charity,
(No. 1072117)
Company Limited by Guarantee
(No. 3565643)
Registered in England

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Review

10. The FEMS Grants Board will review and assess the applications based on:
 - the applicant's professional situation
 - the quality of the abstract(s)
 - the traveling mode and distance
 - the number of the same grants received by the applicant previously
11. The FEMS Grants Board will make the final decision and inform the FEMS Executive Committee.
12. The decisions on the applications will be communicated to all applicants by 15 April and 15 September.

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Administrative procedure

13. The Meeting Attendance Grantee will be provided with a FEMS Claim Form in the FEMS grants online system. The grantee should claim the grant after the end of the meeting by sending to the FEMS Central office:
 - a completed and hand signed hard copy Claim Form
 - a copy of the attendance certificate provided and signed by the meeting organizer
 - a copy of the travelling ticket(s) or the invoice related to them
14. Once the completed Claim Form has been processed by the FEMS Central Office, the grantee will receive a FEMS Grant Certificate for his / her archives.

Other

15. The FEMS Meeting Attendance Grant grantee accepts to become a FEMS Affiliate.
16. Non-compliance with FEMS Meeting Attendance Grant regulations may result in the cancellation of the grant.
17. These regulations come in force on 1 April 2014 for the duration of one year.



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