



## WCSM Education Trust Travel Award Scheme 2020

### Statement of processes for the assessment of applications for travel awards

1. An application for a travel award worth up to £1,000 may be submitted by ophthalmologists in training within the UK who have had a poster/paper accepted for presentation at a scientific meeting in the calendar year 2020. Confirmation of acceptance of the poster/paper must be provided with the application.
2. An award will be made at the discretion of the Trustees against receipts (or booking confirmations for amounts not yet paid for) for reasonable travel, accommodation and conference registration fees only. No other costs will be considered. Costs should be itemised and the total amount claimed must be shown on the application form.
3. Applicants must be within Ophthalmic Specialist Training years ST1 to 7 as defined by the Training Committee of Royal College of Ophthalmologists or on Out of Programme Research (OOPR). The scheme is also open to those undertaking a fellowship post ST7. The scheme is not open to consultant grade ophthalmologists.
4. A separate bursary scheme operates for those starting their training in the fields of dispensing, optometry and orthoptics. This scheme is therefore intended only for those working in ophthalmology.
5. Applications will be accepted from Thursday 2 January 2020. All applications must be submitted by email and must be received **by 5pm (GMT) on Wednesday 19 February 2020**. Late applications will be deemed invalid and will not be considered.
6. Applications must be submitted by email, in Word or PDF format, using the form provided by the Trustees and within any stated word limits. Handwritten applications will not be accepted. Applications that do not follow the Guidance Notes at the start of the Application Form or which cannot be read by the Trustees will be treated as invalid.
7. Receipt of applications will be acknowledged by email. Neither the WCSM Education Trust or the Worshipful Company of Spectacle Makers will accept responsibility for delays or failures in the process if the email address supplied is incorrect or contact details are not kept up to date.
8. In making an application, the applicant is asked to give consent for personal details to be held and used by the WCSM Education Trust and by the Worshipful Company of Spectacle Makers. Such data will not be sold or passed to any third parties for marketing purposes. Where consent has been given, limited information about successful applicants may be used for publicity and marketing purposes by the WCSM Education Trust and/or the Worshipful Company of Spectacle Makers.



9. Only one application may be made in respect of co-authored research, from the individual who has been invited to present at the relevant conference. Receipts and/or booking confirmations must be provided to evidence the costs of conference fees, travel and accommodation for that named individual only.
10. Applications will be ranked by two different assessors from among the Trustee Board. In ranking the applications, assessors will consider the importance of the research question, plans for continuation of the research, attempts to seek other sources of funding and appropriate cost effectiveness.
11. In assessing the applications, no account will be taken of an applicant's age, gender, sexual orientation, disability, pregnancy, race, religion or marital status or the department or institution where they are working.
12. A meeting of Trustees, held in person or electronically, will consider the ranking of all applications before making the awards. The Trustees hope to help as many people as they can to present the results of research in this way and they expect to receive many worthy applications. The process will be competitive and there is no guarantee of an award. The judgment of the Trustee Board will be final and there will be no right of appeal. The Trustees cannot provide feedback on individual applications.
13. The Secretary to the Trustees will confirm awards by email no later than 11 March 2020. Applicants who have not received a communication from the Trustees by this time should assume that their application has not been successful. A general notification will also appear on the website [www.spectaclemakers.com](http://www.spectaclemakers.com).
14. The only mechanism for payment of an award will be by direct transfer in pounds sterling into a UK bank account held in the name of the applicant. No payments will be made to third parties. Payments will be made as soon as possible following confirmation of an award.
15. It is a firm condition of the award that the recipient of a travel award will acknowledge the support of the WCSM Education Trust in presenting their poster or paper and will provide a reflective report to the Trustees on the value of the conference to them within three weeks of the date of presentation. The Trustees may seek to take action to recover the amount of an award made in good faith if, without due notification, a recipient does not attend a conference as attended or if these conditions are not met.
16. Multiple applications will not be considered. No more than one award may be made to an individual in any calendar year.

December 2019