



ANTI-VeC International Conference Bursaries

7th PAMCA Annual Conference

21-23 September 2020

Accra, Ghana

APPLICATION GUIDANCE

KEY DATES

31st May 2020	PAMCA Abstract submission deadline
5th June 2020	ANTI-VeC bursary application deadline
31st July 2020	PAMCA Abstract acceptance notification
31st July 2020	ANTI-VeC bursary application outcome

1. Summary

ANTI-VeC is a Vector-borne Disease Network awarded to the University of Glasgow, in partnership with Imperial College London. It is funded by the UK government Global Challenges Research Fund (GCRF) which supports research on global issues affecting developing countries, through BBSRC, MRC and NERC.

The ANTI-VeC Network focuses on the development of genetic / symbiont vector control strategies and related fields. This includes:

- suppression and replacement / transmission blocking approaches
- vector-pathogen/symbiont interactions and line creation
- symbiont discovery
- underlying vector biology relevant to genetic intervention
- relevant aspects of vector ecology and behaviour
- social science of community acceptance
- mathematical / economic modelling

The Network provides an opportunity to stimulate new lines of research and new collaborations, increase interactions in these emerging fields, and share experiences / expertise - from lab techniques to best practise in running field trials and to expand the links between leading UK scientists and excellent researchers based in disease-endemic countries.

ANTI-VeC funds several initiatives including:

- Pump-Priming grants
- Training and technology/knowledge exchange visits
- International conference bursaries
- Travel bursaries to attend ANTI-VeC meetings

2. Funding

The ANTI-VeC Network announce a call for applications for international conference bursaries to attend the 7th PAMCA Annual Conference up to a maximum amount of £2,000 each.

The Network aims to encourage Continuous Professional Development (CPD) and career progression amongst its members. To achieve this, the call is open to registered PhD students from DAC-list countries and early career researchers from the UK or DAC-list countries, via competitive application to the Network Executive Committee.

Our conference bursaries are intended to support attendance at leading international conferences. Funds are specifically available to support members presenting work at scientific conferences.

Further information on the network remit can be found on our website www.anti-vec.net

3. Eligibility

ANTI-VeC network membership: Applicants must apply to become a network member if not already one. Membership is open to all those with an interest in the field and the network is free-of-charge to join via the ANTI-VeC website: <https://www.gla.ac.uk/research/az/antivec/join/>

Applications are welcome from:

- Early career researchers including post-docs and lecturer level staff from UK or DAC-list countries
- Registered PhD students from DAC-list countries

These grants are only available to researchers based for work in the UK or DAC-list countries.

Please refer to the DAC list of ODA recipient countries for information:
<https://www.oecd.org/dac/stats/daclist.htm>

Please note that countries from all 4 columns (LDC, OLIC, LMIC and UMIC) on the DAC list are eligible to receive ODA funding.

4. Value of Grant

100% of the eligible directly incurred costs will be provided, up to a maximum amount of £2,000. Indirect costs are not eligible under this scheme. ANTI-VeC funding can be used in conjunction with other funding to cover international conference attendance that is more expensive than this (details of any additional funding secured should be included in section 5.1 of the application form).

Activities supported	Activities not supported
Up to a maximum amount of £2,000 <ul style="list-style-type: none"> • Conference registration fees; • travel, travel insurance, accommodation and subsistence costs; • VISA fees, and vaccinations. 	<ul style="list-style-type: none"> • Applications from non-members of the ANTI-VeC Network; • staff salary costs; • indirect costs.

Any questions for clarification about eligibility should be sent to anti-vec-network@glasgow.ac.uk

5. Application Process

Targeted calls will be launched for bursaries to support attendance at leading international conferences, within the ANTI-VeC funding period, which runs **until December 2020**. Dates associated with these calls will be advertised on the ANTI-VeC website, by emails to network members, and through other relevant channels to ensure wide dissemination of these opportunities.

Applicants should complete the **ANTI-VEC International Conference Bursary Application Form – 7th PAMCA Annual Conference** available on the ANTI-VeC Network website.

The following information will be required to complete the application form:

- **Applicant Details**
- **Abstract Submission:** please indicate if you have submitted an abstract for an oral or poster presentation to PAMCA. Please also include the title of the abstract, along with abstract text.
- **Supporting Statement:** please describe how attending this conference will contribute to your professional development in ANTI-VeC associated research (maximum 200 words)
- **ANTI-VeC Funding:** please detail any funding you have received to date from the ANTI-VeC Network (maximum 200 words)
- **Conference attendance costs requested:** please itemise the total costs of the conference attendance (e.g. registration fees, cost of travel, accommodation, subsistence, visa, insurance, vaccinations etc). Please also include details of additional funding secured (if any) to support attendance at the conference.
- **Justification of Resources:** please provide a breakdown of the costs you have requested (maximum 200 words)

The budget requested must be fully justified. Please note that there may be a challenge process on value for money, which may result in the actual funding offered being less than the full amount requested.

Applicants should submit the following attachments with the application form:

- ✓ Abstract submission confirmation email
- ✓ Letter of Support from your PhD Supervisor / Research Group Leader

Your application must be formatted as follows:

- ✓ 11 point font or larger
- ✓ Minimum of 0.5" margins all round
- ✓ Single line spacing
- ✓ Standard character spacing

The closing date for ANTI-VeC bursary applications is 5th June 2020

The application form and associated documents must be submitted **by email in PDF format** to:
Michelle Connolly
Network Manager
anti-vec-network@glasgow.ac.uk

All applications will be acknowledged within 3 working days.

6. Review Process

Applications for funding will be initially assessed for eligibility, before joint evaluation by PAMCA and the ANTI-VeC Network Executive Committee (EC). Where there is a conflict of interest with any applicants submitting applications, committee members will not review that particular proposal. The Network Management Board may be invited to assess applications.

Examples of a conflict of interest include:

- Employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicants(s)
- Working closely with the applicant(s), for example as a co-author or PhD Supervisor, or has worked closely in the last 4 years
- Holding a current position on the governing body of or an honorary position within the institution(s) of the applicant(s)
- In receipt of personal remuneration in excess of £5000 per annum from the applicant's organisation
- Personal/family relationship with the applicant(s)

7. Assessment Criteria

The criteria for assessment will be:

- ✓ Applicant fulfils the stated eligibility criteria
- ✓ Abstract is within the scope of the ANTI-VeC network
- ✓ Abstract has been accepted by the PAMCA organising committee
- ✓ Value for money

8. Notification of Review Results

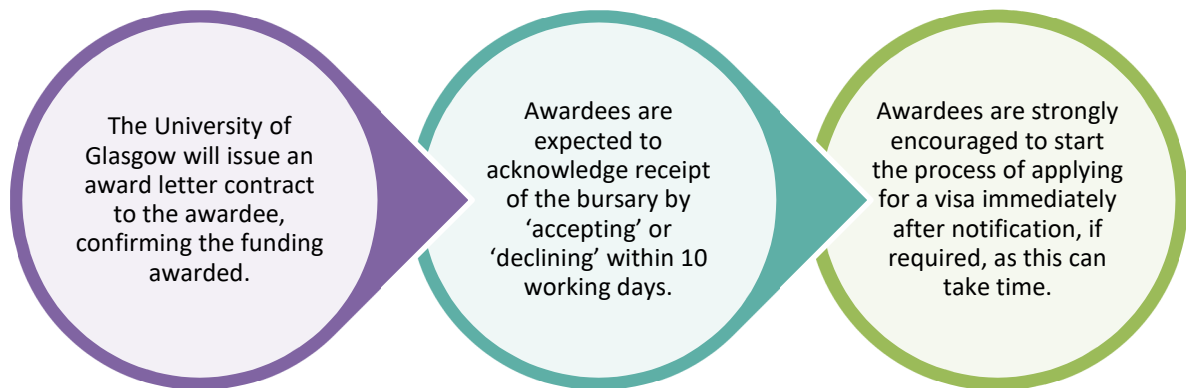
Successful applicants will be sent award letters confirming the funds available, **by 31st July 2020** following the PAMCA organising committee and ANTI-VeC EC decision.

Funding awarded must be used to support attendance at the **7th PAMCA Annual Conference** as detailed in the original application.

Unsuccessful applicants will be informed promptly, and the Network Manager may pass on specific feedback if available.

9. Post Award Administration and Reimbursement Guidance

9.1 Post Award Administration



- Up to **maximum £2,000** is available to fund each conference bursary and will be for actual costs incurred. Any underspend will be retained by ANTI-VeC.
- Reimbursement of costs will only be processed after the conference. All expenses must relate exclusively to you. No payments will be provided prior to the conference and payment is conditional on full attendance at the conference for which the Grant is awarded.
- Recipients of awards are also required to provide a **short report** about the benefits of the conference, collaborations made, and the impact this has/will have on their future career development. A template will be provided.

9.2 Reimbursement Guidance: Expenses claim form completion

- You will receive a **Claim Form** (Sundry Form) to be completed in full, including Bank details.
- Please keep receipts for all your expenses. All claims must be supported by **original receipts** (credit card or bank statements will not be accepted)
- Foreign Currency Claims will be subject to the exchange rate at the time of processing the claim by the ANTI-VeC Team. Payments will be made in GBP.
- Please note there are bank charges associated with international money transfers and these will be shared between ANTI-VeC and the payee.
- Payment of per diems will not be accepted. All expenditure to be claimed must be receipted
- Any expense deemed excessive or unreasonable by the ANTI-VeC Team will not be paid.
- We also require Bank Account Confirmation attested from your Bank.

Individuals	Organisations
<ul style="list-style-type: none"> ✓ Copy of a pre-printed bank account pay in slip ✓ Copy of a cheque (scored through) ✓ Copy of Bank Statement/Online Banking statement with the beneficiary name matching the Bank Account Details (no transactional information). 	<ul style="list-style-type: none"> ✓ Account details confirmed on Company Letter headed paper or ✓ Account details confirmed on Company or on an invoice <p>Your host organisation should email anti-vec-network@glasgow.ac.uk for advice.</p>

**Please make sure that your Bank accepts GBP payments.
If your bank account, doesn't accept GBP payments then you must provide details of a "passthrough bank" known as: Intermediary Bank***

*Explanation of Intermediary Bank Details:

A beneficiary bank is the receiving bank where you have your account, the Intermediary/correspondent bank is a third party bank used by the beneficiary bank to facilitate international transfer and settlement of funds.

9.3 Travel, accommodation, VISA, vaccinations and insurance

You will be responsible for booking your flight, travel and accommodation plus any visa, immunisation and insurance needs.

Travel should not be booked until you have received your visa (where applicable).

9.4 VISA

You will be responsible for booking your VISA.

Please request an invitation letter supporting your VISA application (if required), from the conference organisers **after you have contacted ANTI-VeC to accept your award.**

9.5 Costs Eligibility

Eligible cost categories	Comments
Rail tickets - Standard Class	Standard class is the expected standard of travel.
Air travel - Economy	Economy class is the expected standard of travel.
Hotel Accommodation	Accommodation costs must be reasonable.
Public Transport (Bus, Train, Underground)	The use of public transport is expected where possible. However, taxis may be used for journeys providing it is more cost effective than other options, or when it would not be reasonable to take a connecting journey via public transport (please provide an explanation when claiming).
Travel VISA fee	Only for the purpose of travel for the conference being funded.
Medical costs relating to travel	Additional medical costs incurred connected to the visit will be reimbursed (e.g. vaccinations required in order to travel).
Travel Insurance	We advise that you take out Travel Insurance for your trip, to cover the cost of lost luggage for example and to cover medical costs relating to illness/injury occurring once abroad.
Subsistence (Meals)	<p>We will reimburse the actual cost of meals for the individual whilst attending the conference, up to a maximum cost of £30 per day. Lunch and refreshments during the conference are provided by the organisers. All receipts should be for one meal/one person only. No alcohol purchases will be reimbursed.</p> <p>All claims will be reviewed by the ANTI-VeC Team and any duplicate meal receipts will not be processed.</p> <p>Please note that this is not an allowance, but the maximum amount that can be claimed (including VAT).</p>

Ineligible cost categories

The following items are excluded from funding

Including but not limited to the following items:

- Gifts
- Souvenirs
- Luggage wrapping
- Alcohol
- Passport photos

If you are in doubt about whether an item is covered or not, please check with the ANTI-VeC Team. Any receipts deemed ineligible **will not be reimbursed**.

Any questions for clarification about eligibility should be directed to:

E: anti-vec-network@glasgow.ac.uk

9.6 Payment

Claim documents will be emailed to recipients and made available on the website. Payment is made in arrears.

You will need to submit electronic and hard copies of:

- ✓ Sundry Foreign Payment Form; (form to be supplied by ANTI-VEC support team);
- ✓ Bank Account Confirmation (From your bank);
- ✓ Expenses Breakdown form" of costs incurred
- ✓ Original itemised Receipts

IF YOU PERSONALLY PAID THE COSTS these will be reimbursed to the bank account stated on the form.

IF YOUR HOST ORGANISATION PAID THE COSTS these will be reimbursed to your host organisation.

THE PAYMENT CLAIM AND THE CONFERENCE REPORT SHOULD BE SENT ONCE THE COSTS ARE INCURRED AND WITHIN ONE MONTH OF THE CONFERENCE TAKING PLACE TO THE ANTI-VeC SUPPORT TEAM.

ANTI-VeC support team:

Evangelia (Valia) Tavoulari-Matthiopoulos
Administrative Assistant – ANTI-VeC Network
MRC-University of Glasgow Centre for Virus Research (CVR)
Institute of Infection, Immunity and Inflammation
College of Medical, Veterinary and Life Sciences (MVLS)
University of Glasgow, Henry Wellcome Building,
Garscube Campus
464 Bearsden Road
Glasgow G61 1QH

E: anti-vec-network@glasgow.ac.uk

ANTI-VeC Website: www.anti-vec.net | **ANTI-VeC Twitter:** @AntiVec

10. Publicity and Data Protection

A brief summary of successful applicants will be listed on the ANTI-VeC website and in other publicity. All funding comes from the BBSRC, so to meet the UK Research Councils' obligations for public accountability and the dissemination of information, non-confidential details of awards may also be made available on the Research Councils' websites and other publicly available databases, and in reports, documents and mailing lists. The BBSRC will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of BBSRC funding, study of trends and policy and strategy studies.

11. Useful Resources

- ✓ UK Government information on ODA strategic objectives:
<https://www.gov.uk/government/collections/official-development-assistance-oda--2>
- ✓ List of DAC-list countries: <http://www.oecd.org/dac/stats/daclist.htm>

12. Our Funders

ANTI-VeC (BB/R005338/1) is one of four Global Challenges Research Fund (GCRF) Networks in vector-borne disease research that are co-funded by the Biotechnology and Biological Sciences Research Council (BBSRC), Medical Research Council (MRC) and Natural Environment Research Council (NERC). Three other vector-borne disease research networks have been funded.

1. The Building out Vector-Borne Diseases in sub-Saharan Africa (BOVA) network. BOVA aims to stimulate research in the area of vector-borne diseases and the built environment.
<https://www.bovanetwork.org/>
2. The Community Network for African Vector-Borne Plant Viruses (CONNECTED) network, which aims to build a sustainable network of international scientists and researchers to address the challenges of vector-borne plant viruses in Africa.
<https://www.connectedvirus.net>
3. The Gnatwork brings together workers on blackflies (Simuliidae), sandflies (Psychodidae) and biting midges (Ceratopogonidae) from around the world to address technical issues that arise when working on small biting flies. We aim to support and develop early career researchers working on these insects in countries receiving official development assistance (ODA) and also carry out high quality studies that will underpin future research efforts on these vectors.
<https://www.gnatwork.ac.uk>

13. Contact

If you have any questions regarding the application process, please contact:

Michelle Connolly

ANTI-VeC Network Manager

E: Michelle.Connolly@glasgow.ac.uk

E: anti-vec-network@glasgow.ac.uk