

## Conference attendance guidelines

### Introduction

To support the dissemination of Breast Cancer Now-funded work within the scientific community, we may supplement your response-mode grant budget with an additional conference attendance award. These funds can only be used for attending conferences or training/ workshops, related to your Breast Cancer Now supported work and cannot be used to supplement any other part of your budget. Claims must meet specific criteria detailed below.

The charity will refund costs on receipt of an invoice accompanied by a completed expenditure breakdown form and an abstract for oral/poster presentations or proof of registration/attendance.

### Project and improving public health, equity and wellbeing grants

You can claim up to £2,500 for the costs of travel, registration and accommodation for conferences during the lifetime of the award. The conference budget may only be used to fund researchers who are working directly on the grant.

### PhD studentships

You can claim up to £2,500 for the costs of travel, registration and accommodation for conferences during the lifetime of the award. As the conference budget should form part of the student's career development plan the charity will only reimburse costs for the named student. PhD students may also use the award for travel for training purposes (in new techniques, for example). This will be detailed in your grant award letter.

### Fellowships

You can claim for up to £4,500 for travel, registration and accommodation for conferences during the lifetime of the award. This will be detailed in your grant award letter. The conference budget may only be used to fund researchers who are working directly on the grant.

## **Guidelines for booking conference travel**

Breast Cancer Now receives all of its funding through charitable giving. As such it is necessary that costs are minimised wherever possible, and we ask that the following guidelines are observed when booking travel:

- Travel and/or accommodation should be arranged at least 2 weeks in advance
- Travel should be standard/economy class (except where cheaper options are available)
- Please note that on many occasions 2 single tickets may be cheaper than a return
- Breast Cancer Now reserves the right to refuse payments for any costs it deems to be unreasonable
- The conference budget is available throughout the duration of the grant