



## **Conference Attendance Guidelines**

### **Introduction**

In order to support the dissemination of Breast Cancer Now-funded work within the scientific community, Breast Cancer Now may supplement your response-mode grant budget with an additional 'conference attendance' award. These funds can only be used for the purpose of conference attendance and travel, and cannot be used to supplement any other part of your budget. Claims must meet specific criteria detailed below.

In order to qualify for reimbursement the attendee must present Breast Cancer Now funded work, either in the form of a poster or oral presentation. The charity will refund costs on receipt of an invoice accompanied by a completed expenditure breakdown form, and will require an abstract to be submitted.

### **Project grants**

You can claim for up to £1,900 for the costs of travel, registration and accommodation for conferences during the lifetime of the award. We expect that, where possible, the conference travel budget is used to fund the named researcher on the grant. This will be detailed in your Grant Award Letter.

### **PhD studentships**

You can claim for up to £1,900 for the costs of travel, registration and accommodation for conferences during the lifetime of the award. As the conference travel budget should form part of the student's career development plan the charity will only reimburse travel costs for the named researcher. 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 £4500 for travel, registration and accommodation for conference during the lifetime of the award. This will be detailed in your Grant Award Letter.

### **Pilot grants**

No conference travel costs are awarded for pilot grants.

### **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:

- i. Travel and/or accommodation should be arranged at least two weeks in advance
- ii. Where relevant, travel should be standard/economy class (except where cheaper options are available)
- iii. Please note that on many occasions two single tickets may be cheaper than a return
- iv. Breast Cancer Now reserves the right to refuse payments for any costs it deems to be unreasonable
- v. Breast Cancer Now will only reimburse the travel costs for one attendee per presentation for each conference. Other attendees, including co-applicants, collaborators and unnamed researchers, may not claim from this budget
- vi. The Conference Travel Budget is available throughout the duration of the grant.