



VALIDATE Annual Meeting Travel Grants - Application Guidance

Summary

VALIDATE is an international network aiming to accelerate vaccine research and development for TB, leishmaniasis, melioidosis and leprosy by creating an engaged and interactive community of researchers forming new cross-pathogen, cross-continent, cross-species and cross-discipline collaborations, generating new ideas, taking advantage of synergies and quickly disseminating lessons learned across the Network. We also aim to facilitate continuing professional development (CPD) and career progression among our members, particularly Early Career and low/middle income country (LMIC) Researchers.

The Network holds an annual meeting, for which a number of travel grants are available to enable LMIC Network members to attend. Up to £3000 per person is available via competitive application to the Network Management Board (NMB). We particularly welcome applications from Early Career Researcher Associate VALIDATE members who do not have their own funding available.

All awardees will be expected to complete a short questionnaire following the completion of their meeting attendance, for inclusion in Network outcomes and publicity.

Please note: it is appropriate (and encouraged) for applicants to maximise their visit to the UK for the annual meeting, perhaps by setting up further meetings with VALIDATE members, or giving a presentation at a VALIDATE member institute about your research, to build your network and collaborations. If you plan to do this, please detail this in your application.

Travel Grants are awarded via competitive application to the [VALIDATE Network Management Board](#). To apply, complete the application form (available on our [website](#)), and submit it with the required supporting documents to our Network Manager, Sam Vermaak, at VALIDATE@ndm.ox.ac.uk before the call deadline. Please see the further details below about this award, what costs are eligible and how to apply. Do contact Sam with any further queries.

Details

Funding eligibility

Applicants: Funding is for VALIDATE members who are from a low or middle-income country (LMIC). Early Career Researchers are especially encouraged to apply. Applications by Early Career Researchers must be supported by their Research Group Leader.

To be considered you must be based for your work at an institute in an LMIC country. A list of eligible countries can be found [here](#) (any country on this page counts as LMIC for VALIDATE purposes, no matter which column it is listed in).

Activities supported: travel and subsistence costs to attend the VALIDATE Annual Meeting. Travel, accommodation, visa, and subsistence costs are eligible – see below for further details.

Value of funding: up to £3000 of actual costs (other funding can be used in conjunction with the VALIDATE funding, to cover travel that is more expensive than £3000 in total).

Expenses – what is eligible

- We can cover standard travel fares only (i.e no Business/First class). You must use the most economical (direct) route and carrier

- Accommodation costs must be reasonably priced and appropriate to the meeting location; up to around £200 per night is allowed
- London has excellent public transport links, so you should use the Tube/train/bus/coach to get across London. Long-distance taxi from the airport to the venue is **not** permitted and we will not reimburse this. [You can find information about how to get to the venue using public transport in our Travel Advice document on our [website](#), but if you have any concerns or queries about how to travel across London from your airport, please contact the VALIDATE Team for help]
- We cannot cover a standard ‘per diem’ cost; for your application please estimate your subsistence costs. If awarded you will need to keep any receipts for meals, wi-fi purchase etc during your visit and use these to claim **actual** costs incurred
- We cannot reimburse costs for which you do not have a receipt. Request a receipt for everything you spend/buy – this is quite normal to do in the UK

Application process

The application form and associated documents must be submitted by email to the Network Manager (VALIDATE@ndm.ox.ac.uk) before the call deadline. You will receive acknowledgement of your application within 48 working hours. All applications go to the VALIDATE [Network Management Board](#) (NMB) for competitive review. Applicants will be informed of outcomes within one week of the NMB review meeting.

NMB members will not input into discussions about an application where they have a conflict of interest (see below for details on conflicts of interest). The VALIDATE [Scientific Advisory Board](#) (SAB) have oversight of the NMB and the NMB review of funding applications to ensure transparency, fairness and consistency.

Reporting and Payment of Awards

On completion of their travel, recipients of awards are required to complete a simple questionnaire about their attendance at the Annual Meeting. This questionnaire must be completed before the grant funds will be released.

Costs are claimed in arrears, by submission of an expense claim to the VALIDATE Network Manager. Payment will be for actual expenditure up to the value of £3000. VALIDATE will reimburse costs either to you (if you paid for your travel costs) or your institute (if they paid for your costs). Please keep receipts of all costs you incur.

In exceptional circumstances, for members where reimbursement in arrears and Institute pre-payment are not financially viable, we may be able to make alternative arrangements to pay for some items on your behalf. Please contact the Network Manager in advance of your submission if this is likely to be the case for your application (this is for logistical reasons and will not impact on the assessment of your application).

Original receipts **must** be produced to claim an expense. Expenses must be claimed by 31 March 2023.

Publicity and Data Protection

Copies of applications will be made available to the VALIDATE NMB and SAB for review of the proposal and for post-award administration. VALIDATE may choose to publish details of awards, awardees, and testimonials.

All awards are passed down from [VALIDATE’s funders](#) so, to meet our reporting obligations, awardee details may be passed on to these funders as appropriate. These funders in turn have obligations for VALIDATE Annual Meeting Travel Grants - application guidance document v5.0

public accountability and the dissemination of information, so non-confidential details of awards may also be made available on these funders' websites and other publicly available databases, and in reports, documents and mailing lists. The VALIDATE funders will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of their funding, study of trends and policy and strategy studies.

Conflict of Interest

Examples of a conflict of interest include:

- Close active collaboration impacting on the application being reviewed
- Holding a current position on the governing body of the applicant organisation
- Personal/family relationship with the applicant(s)

Useful Resources

[List of LMIC countries](#) (all listed countries count as LMIC).