



Analytical Research Forum Bursary Scheme Regulations

The Object of the Analytical Chemistry Trust Fund (ACTF) is to promote, assist and extend the science and study of Analytical Chemistry and of all questions relating to the analysis, nature and composition of natural and manufactured materials for the benefit of the public.

The purpose of the Analytical Research Forum (ARF) Bursary scheme is to assist PhD students, post-doctoral researchers, and employees of SMEs to attend and participate in the annual Analytical Research Forum (ARF) meeting. ARF is the Royal Society of Chemistry (RSC) Analytical Division's premier annual meeting. The ARF is currently a one-day meeting held in London.

1. Eligibility

- 1.1 Registered post graduate students at United Kingdom and Republic of Ireland higher education institutions.
- 1.2 Registered post-doctoral researchers at United Kingdom and Republic of Ireland Higher Education Institutions.
- 1.3 Employees of Small and Medium-Sized Enterprises in the United Kingdom and the Republic of Ireland
- 1.4 While membership of the Royal Society of Chemistry (RSC) is strongly encouraged, it is not essential to qualify for a bursary.

2. Bursary

- 2.1 The maximum bursary is £250 per person. The only exceptions are, at the discretion of the Trust Secretary, for applicants travelling from distant locations, eg Northern Ireland, the Republic of Ireland.
- 2.2 Applications must be received by the Trust Secretary on the green application form, which will be available on the RSC Analytical Division's website and from the Trust Secretary, not later than 30 June 2017.

2.3 The bursary is intended to cover at least part of the cost of:-

- ARF registration, preferably the early bird rate.
- Public transport by standard or economy class fares; off peak, advance booking where possible.
- Travel by car at the prevailing official mileage rate, currently £0.45 pence per mile. If more than one person travels in a car, then only the driver is eligible to claim.
- For attendees who will find it difficult to complete their journey within the day of the ARF meeting, budget accommodation for not more than one night in or near London, plus one meal up to £20.

3. Additional Regulations

3.1 For the bursary award to be activated, the applicant must register and initially pay the relevant ARF registration fee. The registration fee will be reimbursed with other valid expenses after the event.

3.2 Following attendance at ARF, reimbursement of expenses, including the ARF registration fee, will be made upon receipt of the red claim form together with receipts for all allowable items of expenditure.

3.3 SME applicants require endorsement from their manager. Student and post doctoral applicants require endorsement from their supervisor.

3.4 All applicants must state if additional RSC Grants have been awarded for attendance at the ARF meeting (RSC Bursaries, RSC Travel Grants, RSC Interest Groups or Regions).

3.5 ACTF's liability is limited to the maximum of the bursary awarded. Any claim greater than the maximum bursary awarded will be rejected in full as an invalid claim and returned to the applicant.

All correspondence must be addressed, preferably by e-mail, to the Trust Secretary:-

Dr David A Ferguson
37 Lime Avenue
Camberley GU15 2BH
david.ferguson@ntlworld.com
01276 500780

Trust Secretary
Dr David A Ferguson
37 Lime Avenue
Camberley GU15 2BH
david.ferguson@ntlworld.com
01276 500780



Analytical Research Forum Bursary Application Form

Full Name & Title:

Company / University / Institution:

Business Address:

E-mail:

Telephone:

Position / Job Title:

RSC Membership Number (if any, RSC Membership is not essential):

Estimated Cost of Attendance : ARF Registration: £
Travel: £
Accommodation: £
Meal: £
Other Costs: £ Specify:
Total: £

Other RSC Sources of Funding: Source: Amount: £

Your contribution to ARF: eg oral or poster, leading workshop, contribution to discussion etc:

Word processed 'signatures' are acceptable

Supervisor / Manager:	Signature:	Date:
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Applicant:	Signature:	Date:
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Return this form by 30 June 2017 by e-mail to Dr David A Ferguson: david.ferguson@ntlworld.com

Trust Secretary
Dr David A Ferguson
37 Lime Avenue
Camberley GU15 2BH
david.ferguson@ntlworld.com
01276 500780



Analytical Research Forum Bursary Claim Form

Full Name & Title:

Company / University / Institution:

Your residential postal address for
BACS payment advice:

E-mail:

Telephone:

Travelling From:

ARF Registration: £
Private Car Mileage @ 45p / Mile: £
Rail / Coach / Air Fare: £
Accommodation: £
Meal (£20 maximum): £
Other Costs: £
Total: £

Specify:

Payment will be by BACS or non-UK bank account equivalent only. Cheques or bank drafts will not be issued.

UK Bank Sort Code:
Account Name:
Account Number:

Non-UK Bank Name:
Non-UK Bank Address:
Account Holder Name:
Account Number:
IBAN Code:
SWIFT/BIC Code:

A word processed 'signature' is acceptable

Name:

Signature:

Date:

Please return this form together with receipts to the Trust Secretary at the above address, e-mail preferred.
Scanned receipts are acceptable