

Application for a travel award from the SBDR – Society for Biomedical Diabetes Research

By filling this form and sending it to the SBDR office the applicant applies for a non-negotiable and exclusive travel award (TA) granted by the SBDR. The TA is targeted at the financial support of outstanding students and post-docs as well as scientists who intend to participate on a conference. The conference must be topic-related to the aims and purposes of the SBDR. By signing this request by both parts, the requesting as well as the granting part, this document becomes a contract on the subject requested and all of its content is accepted by both parts. Throughout this document the requesting part is referred to as the applicant, the granting part, the SBDR – Society for Biomedical Diabetes Research, is referred to as the funder.

1. Applicants can be **students** of life sciences, in particular medicine, biology and biochemistry, who have owned a first degree (e.g. BSc) or a final degree (e.g. MSc, M.D., Ph.D.), as well as **Post-Docs** and **scientists** affiliated at universities or research institutes and laboratories belonging to organizations of public or private law. Applicants must be **annual subscription members of the SBDR**.
2. The applicant is obligated to provide any **information** on the his/her study performance or scientific standing requested by the funder. If student or Post-Doc, the applicant is asked to provide certificates on degrees (e.g. BSc, MSc, M.D., Ph.D., etc.) he/she has achieved and to send copies of these along with the application. Also, a reference letter from a renowned scientists must be included. If scientist or scholar (e.g. professor, senior investigator, etc.), he/she is asked to provide a list of grants obtained from other research funders and to send it along with the application.
3. The **deadline** for TA applications is generally **four weeks before the first registration deadline** of the conference in question. In exceptional cases, also applications not fulfilling this deadline are considered. Applications cannot be accepted for conferences where the deadlines mentioned here have already passed; date on the post mark or fax is decisive. Applicants are thus required to find out about the conference deadlines before requesting a reduced rate from the SBDR.
4. The SBDR decides if the application will be accepted. **Notification about the decision** will be made by the SBDR within two weeks after submitting this request. The SBDR reviews the application and bases the award solely on quality measurements and its relevance to the conference topic. Disbursements of approved funds can be carried out before or after the conference took place. The number of awards per meeting are based on grants/funding received by the SBDR and can vary. The funder decides on the amount of the award.
5. The grant will be transferred to the bank account the applicant indicates in this document after he/she provides the SBDR with the confirmation of participation certificated by the conference organization. If the conference organization does not give out confirmations of participation it is sufficient that the applicant send a copy of the receipt of the payment of the registration fee to the SBDR. Any disbursement of approved funds to the applicant can be made by the SBDR before or after the conference takes place. The SBDR takes no responsibility if the conference documents or funds are sent to the false address or bank account due to false indications on the part of the applicant
6. If the applicant is a **scholar** who intends to present his/her work (as a poster or lecture) on the conference in question, he/she can also apply for a reduced registration fee. If the applicant applies for both then one decision will be made by the SBDR about the amount of funds granted to the applicant. For this purpose, it is required that all applications are submitted on time and all required information is available on time to the SBDR. In addition, the paper presented on the conference must be submitted to the SBDR along with this application and will be reviewed for possible publication in The Review of Diabetic Studies. By signing this document the applicant affirms that all co-authors of his/her paper agree that the paper submitted to the conference will be

subject to a publication in The Review of Diabetic Studies and must not be submitted or being under review elsewhere. Generally, the allowance of the TA depends on the assessment of the submitted paper.

7. Applicants can be asked to prepare a **report on the conference** for publication in The Review of Diabetic Studies if they are not submitting a paper intended to be presented on the conference along with this application. The report should contain the main findings presented on the conference and be written in review article style. It should have at least 2500 words without references. If an applicant will be granted a reduced rate and a travel award then he/she is obligated to prepare the conference report mentioned in this paragraph if he/she does not submit a paper intended to be presented on the conference along with this application. The conference report must be submitted within two months after the conference. If the article will not be submitted to Review of Diabetic Studies within this period of time then the applicant is obligated to pay back the complete grant/benefit he/she received from the SBDR within a period of two weeks after the two months deadline will have been passed.

Personal details of the applicant:

Last name: _____ First name: _____
Middle initial: _____ Title: _____
Address: _____
ZIP/Postal code: _____ City: _____
State: _____ Country: _____
Affiliation (if deviating from above): _____
Date of birth (MM/DD/YYYY): _____ Gender: _____
Phone no.: _____ E-mail address: _____
Current research field: _____
Bank account no. (IBAN if not German resident): _____
Bank code (if German resident): _____ SWIFT code (=BIC): _____
Bank name: _____

Conference details:

Title of the conference: _____
Date: _____ Regular registration fee: _____
Registration deadline: _____
Organizing institution: _____
Address of organizing institution: _____
Scientific organizers: _____
Aim of the applicant to attend the conference (e.g. submit a paper for presentation or poster, auditing of new findings in the field of own research): _____

Benefits from visiting the conference (e.g. increasing scientific reputation, collecting new results for own work, building networks, etc.): _____

Paper submitted or intended to be submitted to the conference for presentation on it along with this application (yes/no): _____

Agreement that the paper submitted along with this application will be considered for publication in The Review of Diabetic Studies (yes/no): _____

Agreement to prepare a conference report and submitting it for publication in The Review of Diabetic Studies (yes/no): _____

Sign by applicant

Sign by executive officer (SBDR)

Send back two copies of the filled request form either by post to: **SBDR – Society for Biomedical Diabetes Research, Gneisenastr. 86, 47057 Duisburg, Germany.** or by fax to: **0049 (0)203 9413 724**. If you can fill and sign the PDF document digitally you may also send the filled form by e-mail to member@soc-bdr.org.