**Applicant Guidelines**

Detailed guidelines for Virtual Conference Attendance Award (VCAA) applicants

1) Eligibility

a. Applicants must be paying members of the Challenger Society.

b. Masters Degree students in their 4th year of study may apply for only 1 student VCAA Award during their period of study.

c. MSc students may apply for only 1 student VCAA during their period of study.

d. PhD students can apply for a maximum of 2 VCAA during their period of study.

e. Early Career Researchers (within 10 years of PhD award) can apply for a maximum of 1 VCAA.

2) Completing the application form

a. Applications for VCAA should be completed using the form (MS Word Document) provided.

b. These take the form of a statement of the reasons for conference/workshop attendance, including its scientific value, and if applying for funds to attend a conference, that a paper or poster has been accepted (incl. the abstract), and the total budget for the conference attendance explaining how the remainder of the costs will be found if applicable.

d. A short statement of support from one of the applicant's supervisors must be included. This statement should include a motivation why the student should receive the award and how they would benefit from partaking in the activity with regards to their Masters/PhD and beyond. It should also outline the student’s funding situation.

3) Reports

a. Successful recipients of VCAAs are required to provide a brief report to be published in Challenger Wave and on the website following attendance at the meeting or workshop.

b. This report should consist of: (1) blog-type summary report (preferably in MS Word); (2) picture attachment; (3) short profile of award holder; (4) 140-character Twitter feed.

c. The report must be submitted within 3 months of attendance at the meeting or workshop. If you are unable to attend the meeting or workshop, please notify Dr Sophie-Berenice Wilmes ([s.wilmes@bangor.ac.uk](mailto:s.wilmes@bangor.ac.uk)) and, depending on the circumstances, the award can be delayed or re-assigned.

4) Payments

a. Please apply in a timely manner before funding is required.

b. Payments will only be made once the report has been received.

c. Payments will be made by bank transfer (either direct to the student or to the department).

5) Submission Process

a. Applications can be submitted by email using the link to the application form at the bottom of this page.

b. Applications deadlines are January 15th, April 15th, July 15th, and October 15th of each year.

c. Applications can be submitted at any time but will be reviewed shortly after the above mentioned deadlines.

d. Electronic submissions should be made to Dr Sophie-Berenice Wilmes ([s.wilmes@bangor.ac.uk)](mailto:s.wilmes@bangor.ac.uk)).

6) Decision Process

a. The VCAA applications are reviewed by the Council against a number of criteria (including the scientific merit, personal statement, and budget).

b. Each deadline will have a total budget of around £500. Monies can be rolled over if not fully used in anyone period.

c. A decision will be made within 6 weeks of the deadline and applicants will be notified of the outcome at that time.