Travel Grants Policy

Introduction

This document gives details of BHS policy for the allocation and reimbursement of expenses under what have been referred to previously as “BHS Conference Grants” and are now known as “BHS Travel Grants”.

This scheme is to assist attendance at conferences, symposia and workshops in order to foster the involvement of BHS members in activities directed at promoting, advancing, and building esteem of hydrology. It primarily applies to international travel, and only exceptionally travel within the UK.

There is a similar policy document covering grants from the Exeter Fund (EF), which is jointly administered by BHS and the UK Committee for IAHS. The EF facilitates attendance at overseas IAHS Scientific Assemblies and IUGG Assemblies – see the separate policy document “BHS Exeter Fund Grants (from January 2019)”.

Available Funds

A within-BHS guide to the amount of funding available for BHS Travel Grants per financial year (FY) to 30 June, is between 5% and 10% of the BHS General Accumulated Fund at the end of the previous FY. The available amount will be determined at the start of each financial year by the BHS Committee. This will ensure that overall BHS financial health will be considered in allocating grants in any given year.

Eligibility Criteria

The scheme is open to all BHS Members, including Members who are Trustees, and the Equality Act (2010) applies.

Applicants must have been Members of the British Hydrological Society for more than 6 months at the time of submitting their application.

Applicants must demonstrate in their application, how their participation is advancing research or practice in hydrology.

Applicants must be working, or studying (at postgraduate level), at a UK organisation or institution, and be resident in the United Kingdom at the time of their application.

Travel Grant applications from Members studying or working overseas, and not residing in the United Kingdom, are excluded.

If the application is for a conference, applicants are expected to give an oral or poster presentation at the event.

Preference will be given to early-career and first-time applicants. Early career applicants are defined as those completing their undergraduate/postgraduate degree less than 5 years prior to the date of the event. A longer time period is permissible if extended leave was taken and explained within the application.

Successful applicants are not usually eligible to reapply for a period of 3 years from the date a grant was awarded.

A maximum of two awards per institution will be made – multiple applications will be considered on their merits and up to two will be selected.

Funding Structure

Funding can be used for travel, accommodation, event registration fees and reasonable personal food and drink costs (alcohol excluded).

BHS recognises variations in travel costs associated with different geographical destinations, so awards will usually be capped at the following amounts:

- UK - £300
- Europe - £500
- Rest of the World - £800

Applicants should keep costs reasonable, for example by using economy travel and taking advantage of early-bird registration fees.

When making travel plans, applicants should have due regard to minimising their carbon footprint and consider alternatives to air travel and shared travel. Travel Grants should not be used for domestic air travel within UK. If the alternative is significantly more expensive, a case should be made, and the capped amounts may be waived.

Applications

While applications are welcome year-round for any relevant conference, there are certain conferences that attract significant interest, in particular American Geophysical Union (AGU) and European Geophysical Union (EGU). To that end, a deadline policy is in operation to reduce the administrative workload for these events.

- Deadline 31st January for EGU.
- Deadline 30th September for AGU.

Travel Grant applications must be submitted using the form available from the BHS website (typeface only please). The applicant should complete Part A, then pass the form to their supervisor/line manager for completion of Part B. The supervisor/line manager should then email the form to the BHS Treasurer as an attachment.

All correspondence should be emailed to the BHS Honorary Treasurer (see the BHS website for email address) with the subject heading “BHS Travel Grant <surname>”.

Applications for Travel Grants will be reviewed by at least two Trustees, usually members of the Finance Sub-committee. If the applicant is also a Trustee, they will not be involved in the decision-making process.

Claims

- All claims must be made within 4 weeks after the event.
- All items must be supported by receipts. Any scanned documents should be attached to the email and must be clearly readable. Please do not forward or attach emails from booking agents, airlines, etc. (scan and attach these).
- When submitting a claim, the Grant awardee should also submit a summary of their research presented and experience at the event – the Treasurer will forward the report for possible inclusion in the BHS Newsletter Circulation. Reports should usually be about 500 words – longer articles are welcome, if warranted, but should be agreed with the Circulation Editor.
- Grants are paid to a successful applicant’s bank account via BACS transfer, not to their employer, university, etc.

Change record

Date of change	Change by	Reason for change
14/10/2022	BHS Main Committee	Adopted