



Guidance to Applying for BioExcel Summer School 2024 Travel Grant

BioExcel CoE aims to support life science academic researchers in attending annual BioExcel Summer Schools by awarding grants to selected applicants. **This year's Summer School Travel Grant may be awarded up to a maximum EUR 500,00.** The Grant funds may cover only *direct costs* - **either participant's registration fee for the school OR participant's travel expenses** incurred while traveling specifically to and from the School.

The **BioExcel Summer School 2024 Travel Grant** will only be paid **directly to the awarded participant, NOT to participant's organisation.** Thus, grantees pay the registration fee and travel costs themselves first, and then submit a claim to BioExcel to reimburse either the registration fee or their round-trip costs.

The BioExcel Summer School 2024 Travel Grant **will not be provided prior to the event**, instead, award funds will be released only after completing the School and **against receipts for expenses incurred (actual costs).**

Please carefully consider the Summer School Travel Grant award procedure, eligibility criteria, application instructions and terms and conditions before applying.

Summer School Travel Grant award procedure

- The selection of Summer School Travel Grant awards will be made by the Organising Committee of the School.
- The Organising Committee has full authority in determining the number of awards given and in selecting the grantees. The Committee's decisions cannot be appealed.
- Only accepted School applicants are eligible for the Grant.
- Summer School Travel Grant applicants, whether they are awarded or rejected, will be informed of the outcome of the award procedure by online notification.
- Note: We encourage all Summer School Travel Grant applicants to actively pursue other sources of funding as **the number of grants is limited and the process is highly competitive.**

Eligibility criteria

To be eligible for a BioExcel Summer School Travel Grant:

- You must be a student or early career scientist from an academic institution of [EuroHPC JU participating countries](#).
- If your institution is one of the [BioExcel partners](#), [contact us](#) as soon as possible.
- Your research or primary activity has to be within the BioExcel CoE field of interest.
- You must not have received travel funding from BioExcel in the past 12 months.

How to apply

To apply for the BioExcel Summer School 2024 Travel Grant, please follow the instructions below:

- Make your online application for the School by filling in the registration form.
- During the registration process, you will be asked if you wish to apply for a grant. Please select **Yes** or **No**.
- During the registration process, you will be asked about how the School would benefit your research. Make sure that you clearly explain why this training would be specifically beneficial for you, your team and research.
- Make sure that the requested letter of support from a supervisor or a senior co-worker, which explains why you should be selected for this School, also specifically addresses why you should be considered for the Summer School Travel Grant.
- Complete and submit the School application form.
- Please also send **a separate email letter to courses@csc.fi with a subject BioExcel Summer School 2024 Travel Grant** personally explaining in detail why you apply for the School Grant.
- You will be notified of the status of your grant application (successful, waiting list, rejected).

Terms and conditions

Once awarded, you are required to read and agree to our terms and conditions:

- CSC as a BioExcel partner is responsible for grant administration. You will be contacted personally during the first week after the School ends and provided with **a BioExcel Summer School 2024 Travel Grant claim form** and detailed instructions on how to fill this in. The Summer School Grant should be claimed only after completing round-trip and no later than 6 weeks after the School.
- **In addition to the filled in and signed claim, you must provide receipts only of the costs you claim in electronic form:**
 - 1) **E-copies of a registration fee payment confirmation OR travel related original receipts for only allowable travel expenses** (airfare and/or public transport services in the 2nd grade/tourist class, lodging if not covered by BioExcel, taxi fare if strictly needed). Non-allowable travel costs are: costs of meals and tips, phone calls, car-parking and congestion charges, post costs, family & pets expenses etc.).
For airline travel, we need:
 - ◆ a proof of travel: valid travel ID (electronic ticket or flight booking confirmation);
 - ◆ a proof of purchase: if your payment confirmation is not included in your e-ticket or booking, any other proof(s) of payment (e.g., an extraction of your bank statement);
 - ◆ boarding passes from the flight(s).
 - 2) Required outcome: you are also required **to write a blog post (300-400 words, including 1-2 photos)** upon your return and deliver it to CSC together with your claim and attached documents. Your blog post may be published on the BioExcel website and publicised via social media.