



The Fisheries Society of the British Isles (FSBI)

Postdoctoral International Travelling Fellowship Grants Terms & Conditions

The Society will be represented by the Chair of the Postdoctoral Travelling Fellowships (PITF), the Honorary Past President, in all communications concerned with the appointment and administration of FSBI PITF grants.

1. Entrance requirements

- 1.1 The competition for PITF Grants is open to suitably qualified candidates who are members of the Fisheries Society of the British Isles. To be eligible, applicants must be paid up members of the FSBI at the time of making a grant application.
- 1.2 Successful applicants should hold a PhD or equivalent higher degree, and normally be within 5 years of completion of a PhD – with flexibility for anyone who may have taken a career break, or have worked part time which may be taken into account, in a scientific field relevant to the FSBI. An alternative qualification, or combination of qualifications and experience, demonstrating equivalent knowledge and ability may be considered by the PITF committee. There is a **mandatory** condition which is that successful candidates will for the purposes of the fellowship, be transferring from their UK host University to a host outside the UK (Outgoing Fellowship), or from a host University outside the UK, to a host within the UK (Incoming Fellowship).
- 1.3 Applicants will be subject to the normal conditions of appointment of any host institution. Applicants should have an appropriate letter of support from a third party confirming as appropriate that the host institution and (if possible) the host Country support the application. Candidates must also confirm that they hold appropriate insurance in respect of the planned trip.

2. Financial support

- 2.1 **Successful applicants will receive a one-off grant of £20,000** payable in two halves, the first on evidence that the Fellowship is proceeding, such as confirmation from the host supervisor, flight tickets or other associated reservations, etc. The scheduling of the second payment is flexible, and intended to facilitate completion of travel and research tasks (typically in advance) as agreed with the PITF Chair, normally the Hon. Past President. **A claim for the second payment (50%) must be accompanied by receipts on expenses incurred to date, and finally supported by all receipts on expenditure incurred, to be appended to the final report, as detailed in 3.3 below.** Eligible costs include costs associated with travel to host institution, fieldwork, consumables, experimental work, reasonable bench fees payable to the host institution, purchase of

small items of equipment with demonstrated value to undertake the programme of research.

- 2.2 **N.B.** No further funds will be made available by the Society to support the Travel Fellowship, so applicants must consider carefully how they would fund any expensive field or laboratory work. The Society will not make additional payments to cover the costs of open access publishing.
- 2.3 The applicant shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of the Society.
- 2.4 The applicant shall not make any significant change to the Project without the FSBI's PITF Committee Chair's prior written agreement.
- 2.5 Where the applicant intends to apply to a third party for other funding for the Project, it will notify the FSBI in advance of its intention to do so and, where such funding is obtained, it will provide the FSBI with details of the amount and purpose of that funding. The applicant agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project or any related administration costs that the Society is funding in full under this Agreement.
- 2.6 Applicants will be encouraged to attend the annual FSBI symposium and to present an oral presentation summarising any aspect of their funded research. Applications for all reasonable costs associated with attendance, can be made to the PITF Committee, by contacting the FSBI Administrator (Jane Smith j.p.smith@bangor.ac.uk) in the first instance.
- 2.7 The applicant shall promptly repay to the FSBI any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.
- 2.8 Should any part of the Grant remain unspent at the end of the Grant Period, the applicant shall ensure that any unspent monies are returned to the Society.
- 2.9 The applicant shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. The Society shall have the right to review, at the Society's reasonable request, the applicant's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records. Payment of reasonable bench fees to respective host institutions (although not obligatory) represent eligible costs though such costs are to be included within the upper grant limit of £20,000 per award.
- 2.10 Receipt of previous FSBI funds will not preclude applications for the PITF. However, a PITF fellowship award can be held on no more than one occasion.

3. **Conditions of appointment**

- 3.1 PITF projects may be in any field of study relevant to fish biology and fisheries and to the aims of the FSBI, as listed on the inside cover page of the *Journal of Fish Biology*. Projects concerned solely with shellfish (Mollusca or Crustacea) are not eligible for support.
- 3.2 The PITF must start in the same year as the award is made, normally within 1 year.
- 3.3 The applicant must submit a brief report to the Society (including a brief financial statement on expenses incurred, **supported by copies of receipts** (4 page max on provided pro-forma) within 3 months following the completion of the research (unless otherwise agreed with the FSBI). Additionally, the Fellow will be required to submit an article to the FSBI Newsletter (max. 1000 words) within the first year following completion, and in line with stated Newsletter publication dates. Where appropriate, and in combination with the Chair of the PITF Committee (Hon. Past President), the Fellow will be encouraged to deliver an oral presentation at an FSBI symposium (eligible additional funding available), in a dedicated PITF slot, summarizing the main outcomes of the research.
- 3.4 An FSBI-supported applicant is expected to remain a member of the Society for the duration of the PITF.
- 3.5 The financial support of the FSBI must be acknowledged in any publications arising from the research. A pdf copy of any such publication must be emailed to the Chair of the PITF committee, the Hon. Past President.
- 3.6 Within one month from the commencement of notification of an award, the applicant must provide content for a personal webpage on the FSBI website, to be coordinated by the FSBI administrative assistant, Jane Smith (j.p.smith@bangor.ac.uk).

4. **Termination of a PITF Award**

- 4.1 The PITF may be terminated, or its conditions varied, without notice, at the discretion of the FSBI.
- 4.2 An applicant whose progress or conduct is judged by the Society to be unsatisfactory may have their award discontinued.

5. **Absence**

- 5.1 All absences during the period of the PITF other than those normally associated with research training or approved vacations must be reported within one week to the Society by the applicant.

- 5.2 In the event of illness for periods exceeding two weeks medical certificates must be forwarded to the Society by the applicant. The return to work following such absences must similarly be reported.
- 5.3 Any absence for the first four weeks (if covered by a medical certificate and at half rate for the next four weeks, within any twelve-month period from the first day of absence), will make no impact on the grant. Continued sick leave will normally lead to an award being held in abeyance.

6. General

- 6.1 We normally support 2 applicants per year; one outgoing Fellowship from the UK, and one incoming Fellowship to the UK.
- 6.2 It is the applicants own responsibility to ensure full compliance with international visa and/or working permit requirements as appropriate.
- 6.3 All applications will be acknowledged by email. Applications received after the application closing date will not be submitted to the FSBI PITF committee.
- 6.4 Applications are reviewed by the PITF committee who prepare a short list. Applicants will be informed if they have been selected for the short list at this stage.
- 6.5 Short listed applicants for outgoing fellowships may be invited to attend for interview. Expenses for attending the interview are paid by the FSBI, and these will include approved travel to the interview from within the British Isles. Applicants for incoming fellowships will be held via Skype or similar electronic facility.
- 6.6 The section of the application form describing the programme of research must be completed by the applicant to accurately reflect his/her personal interests and knowledge. Any contribution from a proposed third party related to key aspects such as the study design must be acknowledged, as indicated by the application form.

7. Limitation of Liability

- 7.1 The Society accepts no liability for any consequences, whether direct or indirect, that may come about from the applicant running the Project, the use of the Grant or from withdrawal of the Grant. The applicant shall indemnify and hold harmless the Society, agents and officers with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the applicant in relation to the Project, the non-fulfilment of obligations of the applicant under this Agreement or his/her obligations to third parties.
- 7.2 The Society's liability under this Agreement is limited to the payment of the Grant.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.