

Summer Undergraduate Internships Fund

Dear Applicant,

This letter confirms the terms and conditions of your internship, awarded by the Fisheries Society of the British Isles ('the Society', below). It is your responsibility to provide a copy of this letter to the host university or institution via your supervisor to ensure that they understand and accept the terms and conditions associated with this award.

Conditions:

1. Applicants should be studying for an honours degree in a subject relevant to fish biology, normally biological sciences, but other degree programmes will be considered if the proposed project is within the field of fish biology or fish management.
2. Awards will not be made to support work that forms part of a degree programme or for participation in an expedition.
3. The project submitted by the applicant should be approved by the proposed supervisor, and by the Head of Department within the proposed host institution.
4. Projects do not have to be conducted within the department or institution where the applicant is registered for a degree.
5. Research projects may be in any field relevant to fish biology and to the objectives of the FSBI. These would normally be projects in which fish are the primary species but could include those that examine the influence of non-fish taxa on an aspect of fish biology.
6. The FSBI reserves the right to decide on the suitability of proposed research topics for the awards.
7. It is a condition of award that the intern submits a full report by the completion the internship, on the Final Report form available on the Internship webpage. The deadline for receipt of this report is the **31st of October**. The summary section of the report will be published on the website and may be published in the FSBI newsletter, subject to agreement with the newsletter editor. The final report should be sent to theteam@fsbi.org.uk.

8. If an intern fails to submit a report, then the intern's supervisor will not be eligible for further grants from the programme.
9. 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 Studentships committee.
10. Recipients of awards are not required to submit an account of their expenditure, but the recipient must retain all receipts for 3 years after the grant award in case the Society is subjected to an audit of expenditure that requires the receipts. Only actual expenditure, backed by receipts, is acceptable under Charities Law (i.e. per diem rates will not be accepted in lieu of receipts).

If you have questions pertaining to the financial aspects of your internship, then please contact the Society's Finance Officer, Sue Edwards (email: financeofficer@fsbi.org.uk); any other queries should be directed to Society administrator (admin@fsbi.org.uk) or the Chair of the FSBI Studentship Committee (studentships@fsbi.org.uk). All university invoices to the Society associated with the agreed financial support MUST be submitted to the Honorary Treasurer (email: treasurer@fsbi.org.uk). Use of any other address (e.g. the Society's Administrative Office address) will only delay payments, and it is likely to introduce long-term complications in the payment of invoices.

On behalf of the Society, may I take this opportunity to wish you all the very best for your internship. I look forward to hearing about your results in due course.

Yours sincerely,



Dr Andy Nunn
FSBI Studentship Committee Chair