



Registered Charity 256475

Training Grants Terms & Conditions (Dated: 10th Feb 2023)

The Society will be represented by the chair of the Training Grant sub-committee, on behalf of the FSBI Council, in all communications concerned with the appointment and administration of FSBI training grants.

Terms

1. Training Grants are available on a competitive basis to FSBI members for training related to the Society's objectives. There are no age limits, but preference is given to early-career candidates embarking on a career in fish biology or fisheries science involving finfish.
2. The primary purpose of training grants is to enable researchers to attend courses and obtain training that will benefit their research and career goals.
3. Training grants will normally not be considered for participants trying to attend workshops. We will consider funding workshop attendance where there is a substantial core training element with specific training objectives as part of the workshop.
4. Grant awards are open to any member of the Society, regardless of their geographical location, but to be eligible you must be a paid-up member at the time of making a grant application.
5. The maximum grant is £1000 and is for training costs only. It is worthwhile considering other, complementary sources of funding if higher costs are anticipated.
6. Previously successful applicants may re-apply in later rounds. However, there is a limit of two successful awards: after winning two grants no further applications will be considered.
7. The Training Grant sub-committee must receive applications well in advance of the proposed training opportunity to ensure that a decision can be reached in time for arrangements and registration to be made. Applications will only be accepted for courses that will take place at least a month after the application deadline.
8. Grants will not be awarded retrospectively.
9. Applications are considered three times a year with application closing dates on 20 January, 01 May, and 01 October. Late applications will not be considered.
10. The applicant's supervisor, Head of Department or line manager must complete and return the Letter of Support form (available on the Training Grants webpage) before your application can be considered.

Conditions

1. In the event of the training not being undertaken, the award must be returned to the FSBI Treasury at the earliest opportunity.
2. Within six weeks of completion of training, recipients must submit a short report (form provided on the webpage, including some opinions of the course of not more than 400 words. This report may be published wholly or in part in the Society's Newsletter. Failure to

provide a report, following receipt of an award, will lead to a recipient becoming ineligible for further FSBI grants until a report is submitted. Please email enquiries@fsbi.org.uk and cc theteam@fsbi.org.uk to submit your report.

3. 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).
4. The grant holder is responsible for administration of the award, which is normally paid in pounds Sterling or its equivalent in the local currency by direct electronic transfer into the recipient's personal bank account. Training grants may be paid to the recipient's institution but only on the condition that the host institution agrees that no administrative overheads or other fees are taken from the grant, and that the entire amount is to be used by and for the recipient's proposed training only. Consult the FSBI Finance Officer at financeofficer@fsbi.org.uk regarding payment of the award.
5. The financial support of FSBI will be acknowledged in any in subsequent promotion of research that benefits from the training.
6. For courses with a selection process the awarding of the grant is conditional on acceptance into the course.

Please be aware that applications will not be submitted to the Training Grant sub-committee until after the application round closing date. The chair of the sub-committee will communicate the results to all applicants via the Membership Services Team, whether successful or not, after 2 months. Do not contact the Administration Office until two months have elapsed.

Correspondence regarding the training grant should be directed to the chair of the Training Grant sub-committee, and correspondence regarding payment of the award should be directed to the FSBI Treasurer