IBBS Bursaries – Applicant Instructions

IBBS offers a limited number of awards to help undergraduate and postgraduate students work on relevant research projects. The bursaries provide support by awarding up to £1000 towards a specific student project, which may include laboratory or field work, or up to £500 towards the costs of attending a relevant conference. IBBS bursaries are not intended to provide or supplement funding for undergraduate or graduate studies. Applications may be submitted by either of the following: 1) an IBBS member in good standing (dues paid) on behalf of the named undergraduate student (candidate) or 2) a postgraduate student (candidate) who is an IBBS member.

The IBBS Council welcomes applications from all who meet the guidelines.

Guidelines

**Deadlines:**
Bursary applications will be considered two times per year. Deadlines are as follows: for proposed starting dates between 01 July and 01 December: 01 March; for proposed starting dates between 02 December and 30 June: 01 October.

**Eligibility:**

- Postgraduate applicants must be members of the Society, in good standing (dues paid), working in higher education or research institutes.
- Undergraduate applicants must be sponsored by a faculty member who will supervise the applicant.
- Projects must be related to biodeterioration or biodegradation.
- Research must be completed either in the applicant’s (i.e., supervisor’s) laboratory, or another laboratory that has agreed to accept the candidate without fees.

Only applications submitted using the IBBS Bursary Application Form and submitted on or before the application deadline will be considered.

**Application Instructions:**

Incomplete applications will be rejected without further consideration. Use the fields provided to provide all of the requested information.

**Type of Application:**

- Check either Undergraduate or Graduate as appropriate.
**Applicant Information:**

- Enter information into fields provided. If applicant is affiliated with a department that is different from the one that will be sponsoring the project:
  - Under *Affiliation*, provide address information for department to which applicant is primarily affiliated.
  - Under *Department/School*, provide address information for sponsoring department.
- *Email address* and *Telephone number*: provide best email address and telephone number at which to contact applicant.

**Supervisor Information:**

- Enter information into fields provided.

**Performance Period:**

- Enter proposed start and completion dates (day, month, and year) in the fields provided
  (note: the application deadlines are as follows: for proposed starting dates between 01 July and 01 December: 01 March; for proposed starting dates between 02 December and 30 June: 01 October).

**Project Title:**

- Enter a brief descriptive title for the proposed project (for example: Effect of temperature on polyethylene film biodegradation).

**Project Significance:**

- In 100 words or less explain the contribution you expect your project to make to biodeterioration or biodegradation science. Note this statement is not to be a summary of the project description.

**Project Description:**

- In 750 words or less, summarize the work you plan to complete under this Bursary – including background, objectives, brief description of methods and any results obtained so far. Provide sufficient detail to demonstrate how Bursary funds will be used. The project description should include citations of one or more references on which the proposed study is based.

**Project Budget:**

- *Total Bursary Award requested* – indicate whether requested amount is in British £’s or €’s. Enter amount requested in space provided.
- *Budget details* – complete the table provided.
  - Be sure to list the items and expenses to be funded by the requested Bursary.
  - Travel costs may be allowed if directly related to the project. Travel costs must be identified.
  - Living costs and bench fees will not be supported.
  - The total, as computed in the table must agree with the funding requested in the *Total Bursary Award requested* line.
- *Other Financial Support*
  - Indicate what funding is available to you from other sources, including your department, to supplement any grant made for this project.
  - List each source and amount of other financial support on a separate line.
**Applicant Additional Information:**
- Enter requested information in the field provided.
- Undergraduate applicants – leave Graduate section blank.
- Postgraduate applicants – leave Undergraduate section blank.

**Applicant Certification:**
- Sign and date the application in the fields provided.

**Supervisor Certification:**
- Applicant’s faculty sponsor must complete this section – sign and date in the fields provided.

**Department Head Certification:**
- Department Head of sponsoring department must complete this section – sign and date in the fields provided.
- If the Applicant’s supervisor is also the department head. The supervisor must complete both sections.

**Review Process**

Applications will be assessed by IBBS Council members. The scheme is competitive, and applications will be judged on the following criteria (not in order of priority):

- feasibility of progress in the time available,
- necessity for the funding,
- scientific merit and novelty,
- adherence to proposal guidelines,
- suitability of the candidate, according to the supervisor’s recommendation.

All applicants will be contacted no later than 90 days after the application deadline as to whether or not their Application for Bursary has been approved for funding. Notifications will not include the basis for the IBBS Council’s decision.

**Specifics Regarding the Award**

The award is provided to support work on an undergraduate or within a postgraduate research project that might not otherwise be possible. Once an award has been offered, it cannot be transferred to another institution. The awards will provide up to £1000 support towards the proposed project, including no more than £500 towards conference costs.

Undergraduate grants shall be made to the supervisor with the understanding that they will supervise the project and administer the award.

In addition to the bursary, undergraduate awardees will be given a one-year Student Membership to the Society at the beginning of the next calendar year after completion of the work.

It is a condition of the award that the recipient submit a brief report of the research within 4 weeks after completion of the funded work. Reports must include a financial account of how the Bursary funds were used. Recipients of bursaries are encouraged to present their work at an IBBS meeting and to prepare an article on the work for the IBBS newsletter.

Enquiries should be sent by email to secretary@ibbsonline.org and completed applications must be made on the appropriate form and submitted by email to the same address. The form must include the agreement of the head of department/school/institution confirming that the candidate is registered as a student. In the case of work in an institution other than the candidate’s, the head of that laboratory must also sign the appropriate section of the form.