**SUPERSOLAR INTERNATIONAL CONFERENCE FUND**

**Guidance for Applicants**

The EPSRC SuperSolar Network + has established a fund to assist postgraduate research students and post-doctoral research assistants to present their work at international conferences. Applicants must be registered/employed at a UK university and must be SuperSolar network members.

SuperSolar will contribute up to £500 towards the cost of attending an international conference for those who have an oral or poster paper presentation accepted at a suitable conference. You can apply to the fund subject to your paper being accepted. Please note that SuperSolar will fund 80% of the total cost up to a total contribution of £500.

Applications should be made on the conference fund application form which follows, and will be processed on a first-come-first-served basis until the fund is exhausted.

1. **Submit your completed form to Sharon Henson, SuperSolar Project Coordinator** [**s.a.henson@lboro.ac.uk**](mailto:s.a.henson@lboro.ac.uk)
2. **Applications must be received and approved prior to travel.**
3. **Applications must be endorsed by the applicant’s supervisor.**
4. **Organisations must invoice the SuperSolar Network + after the event, further details on how to claim will be made available to successful applicants.**
5. **Invoices must be received within three months of the conference.**
6. **The SuperSolar Hub will fund 80% of the cost.**
7. **Maximum award of £500 per conference.**
8. **Funds will be allocated on a first-come-first-served basis.**
9. **SuperSolar will fund only one international conference per person per calendar year.**
10. **An award will be withdrawn if your paper is not accepted.**
11. **Applicants must be SuperSolar Network members on application. To join the SuperSolar Network go to** http://www.supersolar-hub.org
12. **Applications will be approved by the Hub Director.**
13. **You will be notified by email that your application is successful.**

**CONFERENCE FUND**

**Application Form**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Telephone** |  |
| **Institution name and address** |  |

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| --- | --- | --- |
| **YOUR CONFERENCE** | | |
| **Which conference are you attending?** |  | |
| **Where?** |  | |
| **Date of conference** |  | |
| **Title of your paper/poster** |  | |
| **Has it been accepted?** | **Yes / No**  Delete as applicable | |
| **Total budgeted cost (include details on a separate sheet if necessary)** | Travel | £ |
| Accommodation | £ |
| Conference fees | £ |
| Other | £ |
| **Total** | **£** |
| **How much do you request from the SuperSolar Hub? (up to 80% of the total budgeted cost) Max £500.** | **£** | |

**Please tick to confirm that the costs you are applying for are no more than 80% of the total cost.**

**Please tick to confirm you are a member of the SuperSolar Network**

**Please tick to confirm this is supported by your supervisor**

**Supervisors name:**

**Supervisors email address:**