



The Houghton Trust Ltd

Application for a Travel Grant

Please read these notes before completing the application

1. **Purpose of the grant requests:** The grants are awarded for the furtherance of study or research in *avian diseases* by attending/participating in relevant scientific meetings, visiting appropriate laboratories for discussions and learning specific techniques or attending training courses in countries other than the applicant's own.
2. **The amount awarded:** This is likely to be only be a proportion of that requested. Applicants who demonstrate that they are also seeking additional funding from other sources will be treated more favourably.
3. **Period:** Awards normally cover periods not exceeding 14 days.
4. **Restrictions:** (i) Applicants will be no more than 35 years of age at the time of travelling.
(ii) In any three-year period, an applicant will be awarded no more than one grant.
(iii) Grants will not be awarded to employees of commercial companies.
5. **Evidence of local support:** The application must be supported *in writing*, by the applicant's Supervisor/Head of Department/Director of Institute or equivalent.
6. **Strict deadlines for receipt of applications:** 15th February, 15th June and 15th November.
7. **Published conference programme or a letter of agreement/invitation from the host laboratory** must be provided with the application form.
8. **A short report** (maximum 300 words) will be required after the visit/conference, describing how the meeting was of benefit to the applicant. All or part of this might be published in *Aerosols*, the newsletter of the World Veterinary Poultry Association, and/or in the newsletter of the British Veterinary Poultry Association.
9. **Seven copies of the application** should be submitted to Dr J K A Cook, Secretary, The Houghton Trust Ltd, 138 Hartford Road, Huntingdon, Cambridgeshire, PE29 1XQ, United Kingdom.

Successful applications

10. **Claiming the award:** The whole of the award should *not* be claimed if the actual expenses prove lower than the initial estimate on the Application Form or if sufficient money was obtained from additional sources.
- 11... **Request for payment:** With the request must be included:
 - **A letter confirming attendance** from the organisers of the conference, course etc. *[note 7]*
 - **All relevant receipts** or other proofs of payment of expenses
 - **The short report** referred to in note 8 above.

Personal details of the applicant

You may complete the following by hand (black ink) or by typing: *seven copies are required*

Family name
(please print)

Given name

Title
(Mr, Mrs, Ms, Dr, Professor)

Work Address

Telephone number
email address

Nationality/citizenship

Academic qualifications
(degrees/diplomas)

Date of birth *[note 4]*

Outline of career and current position at work
(Do not include more than will fit here)

Current specialisation

Relevant scientific publications (if any) – list on a separate sheet

Purpose of the grant request *[note 1]*

Title of meeting/visit/training course:

Location

Meeting: closing date for registration

Dates of the meeting/visit/course

Date of outward journey

Date of return journey

Total nights away *[note 3]*

Meeting: will you present a paper/poster at the meeting?
If yes, provide titles and abstract(s) on separate sheets

Have you included a copy of the meeting details? *[note 8]*

Visiting a laboratory/attending a course:
Do you have the written agreement of the person you will visit?

Have you included a copy of this agreement?

Details of expected expenditure [note 2]

- Give all details below, even if not requesting all costs from the Houghton Trust
- If accurate details are not available give best estimates of costs. Do not let this delay your application

International Travel	Local currency	GB pounds equivalent
Economy air or rail fares Start and finish locations of international travel (airports): Airline Flight cost
Local travel (at home and in host country) Start and finish locations: Type of travel e.g. air, rail, bus, car: Fare type Cost:
Other costs Conference registration/course fee Does the fee include accommodation? YES / NO If NO, give details of accommodation costs Per night Number of nights? Total accommodation cost
Estimated total cost of meals
Estimated total cost of attending the meeting/ course/visit
Total requested from the Houghton Trust	
How much are you seeking from other sources? Enter details below	

Other sources of financial support [note 2] Will you obtain assistance from your employer or host? YES / NO If YES, give details including the amount If NO, please explain Have you obtained financial support from elsewhere? If YES, how much? [note 2] Are you currently seeking support from elsewhere? If YES, name the organization(s) How much are you requesting? When do you expect to know if you have been successful?
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Supporting case from supervisor/Head of institute (or equivalent) [note 5]

This will considerably strengthen your case for support from the Trust

Signature of supervisor/Head

Name (please print)

Address (if different from applicant)

Signature of applicant

Date

Reminder:

Send seven copies of this application to
Dr J K A Cook,
Secretary, The Houghton Trust Ltd,
138 Hartford Road,
Huntingdon,
Cambridgeshire,
PE29 1XQ,
United Kingdom

email: Jane@hough.waitrose.com.