

## Undergraduate Student Laboratory Experience Grant Guidelines

### Who can apply?

Applications must be submitted by the host supervisor on behalf of a named student they consider suitable for a project in their laboratory.

#### Eligible students:

- May be of any nationality
- Must be undergraduate students, recent graduates, or students prior to starting MSc or PhD studies

#### Supervisor eligibility:

- The host supervisor must have been a BSN member for at least six months at the time of application
- Details on joining the BSN can be found at: <http://www.neuroendo.org.uk/>

### Purpose of the fund

This scheme supports short vacation research projects designed to provide students with a meaningful laboratory experience.

#### Key conditions:

- Projects must be no longer than 8 weeks
- The primary purpose of the award is to support:
  - Student accommodation
  - Subsistence costs
- Limited funding may also be requested for essential and clearly identified laboratory consumables required for the project

Students must complete the relevant section of the application form themselves (not the supervisor) to explain:

- How the laboratory experience will benefit them
- How it will support their future career plans

### How much can you apply for?

- Up to 15 awards are available each year
- Subsistence support:
  - £140 per week for up to 8 weeks; £160 per week for projects based in London
  - Subsistence support payments are made in one lump sum directly to the student
- Overseas applicants must justify subsistence at one of the stated rates (£140/week or £180/week)
- Additional funding:
  - Up to £1,000 per award is available for clearly identified laboratory consumables

#### Additional benefits:

- Funded students will receive BSN student membership for 18 months
- The BSN will cover registration and accommodation at the following year's BSN Annual Meeting, where students are expected to present work arising from their project

## How to apply?

Applications must be submitted via the BSN Membership Portal:

1. Log in to the BSN Membership Portal
2. Navigate to Me and the BSN > Grants
3. Complete the application form, ensuring:
  - The student completes the section describing the benefits of the experience
  - A clear justification for the requested funding is provided

Applications must be made in advance.

Late or retrospective applications will not be considered.

## How are applications assessed?

Applications are reviewed by an Awards Committee, a subgroup of the BSN Committee chaired by the Grants Committee Chair.

Committee members will not participate in the assessment of applications where they:

- Have sponsored an application, or
- Are themselves applicants in the same funding round

Assessment criteria include:

- Scientific merit
- Fit with the BSN remit
- Benefit to the student applicant

If demand exceeds available awards, preference may be given to applications where:

- The student has no other sources of financial support, or is requesting only a small top-up amount (e.g. <£500)
- The proposed supervisor has not received a Student Lab Experience award in the past two years
- Applicants who previously received BSN funding have submitted all required grant reports

All decisions are final. Unfortunately, correspondence regarding outcomes cannot be entered into.

## Financial arrangements

- Payment details will be collected via a claim form issued after the award is made
- Post-award financial queries should be directed to: [theteam@neuroendo.org.uk](mailto:theteam@neuroendo.org.uk)

## Reporting requirements

All successful applicants must submit a Grants Report Form within 6 months of the end of the funded project. Future BSN grant applications will not be considered if a required report has not been submitted