



ISCEV Travel Grants: Instructions for Applicants (2019-update)

ISCEV awards travel grants to assist colleagues who would otherwise be unable to attend the ISCEV International Symposium and/or course. If possible, an equal number of travel grants will be awarded to applicants from the ISCEV region¹ of that year's Symposium and to applicants from the two other ISCEV regions. Value of awards in dollars are detailed in the table below. Recipients also receive one year's free membership to ISCEV and a reduced registration fee offered by the local organizers.

	Symposium only	Course only	Symposium & course
ISCEV region of Symposium	\$500	\$400	\$600
ISCEV other two regions	\$1000	\$800	\$1200

The grants programme does not expect to provide full support but hopefully will provide sufficient assistance that grant-recipients will be able to find local funds for the remainder of their costs. Applicants who are not awarded grants retain the privilege of registering for the symposium and / or the course without a late fee, if the early registration deadline has passed.

Applications are made **directly to the Secretary-General** and will be considered by the ISCEV Awards Committee, which comprises the Secretary General and the three regional ISCEV Vice-Presidents. There are three categories of application: an individual may only apply once, in one of the three categories:

1. Symposium only. Applicants must submit an abstract for presentation
2. Course only (animal or human)
3. Symposium and course (animal or human). Applicants must submit an abstract for presentation.

For all categories, applicants must submit a statement of circumstances from the applicant describing his/her experience in clinical electrophysiology of vision and the reason for requesting financial assistance.

For all categories, if the applicant is a junior member of ISCEV, or would qualify for junior membership², an additional letter of support from the supervisor is required.

There are no absolute criteria for travel grants but any submitted abstract must describe visual electrophysiology to qualify. The awards committee will consider scientific merit and the benefits to the applicant of participation in the Symposium and/or attendance at the course. Repeat applications from previously-successful applicants, multiple applications from the same laboratory, and applications from investigators with more than 5 years of experience in clinical electrophysiology will not be considered.

¹ The ISCEV Regions are: The Americas, Europe & Africa and Asia & Oceania

² Junior is defined as "Primarily engaged in supervised basic science or clinical training, e.g. a graduate student, post-doctoral fellow, resident or clinical fellow".

The deadline for travel grant applications is normally **earlier than the deadline for abstract submissions**. Specific deadlines are posted on the Symposium website linked to the ISCEV website www.iscev.org. Enquiries and applications should be sent to the ISCEV Secretary-General, karen.holopigian@novartis.com. Application forms are available on the ISCEV website.

Conditions of the Award

1. Decisions of the ISCEV Awards Committee are final.
2. The decision will be communicated to the applicants by the Secretary-General in a letter of award, which specifies the type (Symposium only, course only, or course and Symposium) and value of the award to the named individual.
3. Conditions of the travel grant (Symposium only, or course and Symposium) are that the recipient attends the ISCEV Symposium and that he or she gives a presentation. The time and format (oral or poster) of the presentation will be communicated separately by the Symposium Programme Committee and listed in the programme.
4. Conditions of the travel grant (course only) are that the recipient attends the ISCEV course (animal or human).
5. Recipients will register for the Symposium and /or course as relevant and will make their own arrangements for travel and accommodation. ISCEV does not require a report of either activities or costs.
6. ISCEV will pay the award after attendance at the Symposium and/or course by bank transfer to a bank account in the name of the recipient or recipient's institution. The exchange rate will be that on the first day of the Symposium.
7. The recipient will inform the ISCEV treasurer of the relevant bank details when required. The contact details of the ISCEV treasurer are available on the ISCEV website.
8. All recipients also receive a free membership to ISCEV for the current year and are offered reduced Symposium and/or course registration fees by the local organizers.
9. If an awardee is unable to attend the Symposium and/or course in the year of award for any reason the travel grant is forfeited (including the free membership to ISCEV). A travel grant cannot be carried to a future year but anyone who has withdrawn is eligible to apply for a future ISCEV travel grant.