

TRAVEL GRANT APPLICATION GUIDELINES

Introduction

Travel grants are intended to be a significant contribution to the expenses of IAS student members for participating in IAS-sponsored conferences, workshops and short courses (e.g., towards travel, housing and registration costs). Travel grants will not cover all the costs, and recipients are encouraged to seek additional sources of funding as appropriate. Each meeting or event has a Travel Grant budget that will impact the number of grants that can be awarded.

For **conferences and workshops** it is a condition that grant recipients give oral or poster presentations as lead author. The submitted abstract must be included with the application even if it has not yet been accepted into the programme. Abstract acceptance and presentation delivery will be confirmed with the event organiser.

Travel Grant applications are evaluated on the strength of the applicant's supporting case. This should clearly explain how participating in the meeting will benefit their course of study and/or the relevance of the meeting topic to their research.

Applicants must provide official proof of their student enrolment in their application document. **Only one Travel Grant can be awarded to an IAS Student Member within a membership (calendar) year.**

The level of a travel grant is determined solely by geographic distance (great circle) from the applicant's place of study to the event. Travel grants are always paid after the meeting once the applicant has signed a confirmation of participation form provided by the meeting organizer. They can only be paid into personal bank accounts and are not transferable.

There are five levels of Travel Grant. These are currently defined as follows:

Type	Distance (km)	Grant Amount in Euro	
		IAS Meeting (IMS / ISC)	IAS Sponsored Meeting
Domestic *	< 2,500	75	50
Short Haul	< 2,500	150	100
Medium Haul	2,500 – 5,000	300	200
Long Haul	5,000 – 12,000	600	400
Ultralong Haul	≥ 12,000	1,200	800

* Domestic travel of more than 2,500 km falls under the higher levels depending on distance.

The IAS reserves the right to amend the distance categories and/or amounts where deemed necessary and with agreement of its Council of Management.

Application procedure

Applications must be made on the form which can be downloaded from the IAS website. This must be fully completed and uploaded as a single pdf file before the closing date for the particular grant.

The application form has 6 sections:

1. Event details

- Event title, dates and location

2. Recipient details

- Your name, nationality, place of residence and email address
- Your current educational institute's name, address, and website
- Your supervisor's name and email address. We also ask whether they are an IAS member but this is for our records and will not be a factor in assessing your application

3. Supporting case

- Up to 300 words documenting your motivation for applying for the specific travel grant, and how and why it would benefit your current studies

4. Visa

- Whether you require an entry or transit visa to attend the event

5. Abstract

- For conferences and workshops, the abstract that you have submitted or will be submitting.

6. Proof of student enrolment

- A scanned (legible) official document certifying that you are currently enrolled as a student at your institution. It should be evident that your enrolment will be still valid at the time of the event you are planning to attend

Deadlines, notifications

The application deadline for each travel grant is clearly stated on the IAS website, and applicants will be notified of the outcome in good time to make their travel arrangements. This is usually within 1-3 weeks of the deadline, subject to receiving confirmation of an accepted oral or poster presentation from the event organisers (where applicable). Please bear in mind that visa applications can take a long time for some countries and you may need to apply for one before you know whether you have received a travel grant.