



ICTMC 2024 Travel Bursary Guidance Document

Call open:	January 15th 2024
Call closes:	July 2nd 2024 (5pm)
Notification of Outcome:	July 8th 2024
Confirmation of acceptance:	July 15th 2024

Introduction

This document serves as a guide for Irish Researchers (including PhD Students) who are interested in furthering their expertise in trials methodology. It provides information on applying for funding support to attend the International Clinical Trials Methodology Conference (ICTMC) in Edinburgh in 2024.

Trials methodology research enhances the design, execution, and analysis of clinical trials. It seeks to improve trial reliability and efficiency by refining methods for planning, conducting, and interpreting trials, ensuring accurate and meaningful healthcare outcomes, which are crucial for evidence-based healthcare decision-making. An overview of what trials methodology research is presented in this [short video animation](#).

Attendance at ICTMC offers Irish Researchers unique and unparalleled access to up-to-date trials methodology research at scale. This event spans the trials methodology spectrum of activity from design, conduct, analysis, communication, PPI and new areas of emerging interest such as decentralised trials, team science, greener trials, and data-sharing in trials. We are delighted to offer a travel bursary to support the professional development of Irish Researchers in this vital field of study.

If you are committed to advancing your knowledge and contributing to the field of trials methodology, we encourage you to apply for this bursary.

Bursary Details

- **Value:** This bursary is worth up to €1,800.
- **Purpose:** To support travel-related expenses (only) for attendance at the ICTMC conference and auxiliary workshops.
- **Eligibility:** Irish-based Researchers (including PhD Students) currently engaged in trials methodology.

Eligible Expenses

The bursary will cover travel-related costs that may include:

- Conference and workshop registration fees.
- Accommodation costs (in line with approved public spending guidelines and as per the University of Galway policies).
- Daily subsistence allowance for meals and incidentals (in line with approved public spending guidelines and as per the University of Galway policies, available in Appendix 1).
- Airfare and public transport costs.
- Visa application fees (if applicable).
- Poster printing costs.

Application Process

1. *Submission of Intent*: Email hrb-tmrn@universityofgalway.ie detailing your trials methodology activity and how attending the event will benefit your research. Note: Deadline for applications is July 2nd 2024.

Please include the following information:

- a. *Event Details*: Provide information about the aspects of the conference of relevance to you. Include details of any submitted abstracts for Oral or Poster presentations. (Note: priority will be given to support those with accepted oral and poster presentations (oral presentations will be weighted more highly than poster). Please update HRB-TMRN after July 1st to confirm oral or poster presentation acceptance).
- b. *Impact of attendance*: Outline how you think attending this event will benefit your future career or research goals.
- c. *Budget Proposal*: Outline your proposed budget, including all expected expenses. Be realistic and seek value for money in line with public sector spending guidelines.
- d. *Support letter*: Obtain a letter of endorsement from your supervising Principal Investigator or department Head, confirming the value of attending the event to your research objectives and support for time to attend the conference.
- e. *Curriculum Vitae*: Include a short (2-page) current CV, highlighting your research experience and any previous work relevant to trials methodology.

Selection Criteria

The selection committee will consider the following:

- Persons presenting oral presentations will be prioritised, followed by poster presentations.
- A minimum of two bursaries will be reserved for PhD Scholars, who have no other budget sources for travel expenses.
- The relevance and contribution of the event to the persons research and the field of trials methodology.
- The individual's demonstrated interest and commitment to trials methodology research.
- The future potential for the applicant to contribute to the knowledge base of trials methodology in Ireland.
- Appropriate and well considered budget outline.

Pre-Event Requirements

Upon successful award of this bursary, successful applicants will be required to confirm their attendance before July 15th 2024 (having been notified on July 8th of outcome).

- **Registration:** Only early-bird registration is permitted for this bursary, and registration must be completed through the HRB-TMRN National Office (special instructions will be provided).
- **Flights:** Flight preferences must be provided to the HRB-TMRN National Office Team before July 15th, and the University of Galway Corporate Travel booking system will be used to book flights. This is the only approved method for booking flights permitted, and the cost of any flights booked otherwise will not be reimbursed.
- **Accommodation:** This is the responsibility of the bursary awardee to source and book. The total 24-hour rate to cover accommodation and meals is GBP 139.71 (as per 08/11/2023).
- **Poster printing:** Posters must be printed by SNAP Printing in Galway. A purchase order should be requested from hrb-tmrn@universityofgalway.ie a minimum of 1 week in advance of submitting your PDF document by email (galway@snap.ie) for poster printing to SNAP Printers. Please provide an accurate home / work postal address when submitted your order and ensure enough time for the poster to be posted to you prior to departure to Edinburgh.

Post-Event Requirements

Upon return, recipients are required to:

- Submit all receipts and a completed expense claim form **within 10 days** of event completion. Late submission will **not** be accepted. Please be aware that reimbursement of expenses will take up to **8 weeks**.
- Provide a brief report detailing the knowledge gained and its potential application to their research, to be shared on the HRB-TMRN website.

Terms and Conditions

- Costs will only be reimbursed to individuals after the conference based on the following:
 - Submission of valid receipts for public transport.
 - A 24-hour rate to cover accommodation and meals (GBP 139.71 (as per 08/11/2024)).
 - Submission of a valid receipt for any VISA application.
- Expenses will be covered in line with public sector spending allowances and as per University of Galway policies (see Appendix 1).
- The bursary can only be used for attending ICTMC 2024 and is non-transferable to another event or person.
- Any failure to comply with the above requirements may result in the bursary being revoked and the applicant being deemed ineligible for future funding awards.

Application Deadline

Applications must be submitted by **July 2nd 2024**.

For further information or to submit your application, please contact the HRB-TMRN National Office at hrb-tmrn@universityofgalway.ie.

Appendix 1: University of Galway Travel & Subsistence Policies

- Travel & Subsistence (T&S) costs - general (Code QA302)
[https://www.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA302 T and S General updated.pdf](https://www.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA302_T_and_S_General_updated.pdf)
- Policy on use of own transport by Employees or Authorised Contractors (Code QA302)
[https://www.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA303 T and S Own Transport.pdf](https://www.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA303_T_and_S_Own_Transport.pdf).