

Royal Society of Chemistry Technician Travel and Training Grant Terms and Conditions

Application

These terms and conditions apply to applications made and grants awarded in respect of the Royal Society of Chemistry Technician Travel and Training Grant ("TTTG").

Scope

Applicants can apply for funding to partially or fully cover the cost of registration fees, travel, accommodation and subsistence associated with attending a conference, training course or networking event ("Activity") that will support their professional development. A maximum of up to £500 GBP ("Grant") will be awarded by the RSC to the successful Applicant. Grant money may be used for visas if required, but not to cover costs of obtaining or renewing a passport or travel insurance. In the case of an application for a training course, the RSC will only fund established training courses rather than bespoke courses that have been tailored to the Applicant.

Applicants should provide a clear breakdown in GBP of how the Grant applied for will be used. Applicants do not need to apply for funding under categories that are not relevant. For example, if attending the activity does not require an overnight stay, no funds for accommodation should be sought.

Consideration will be given to applications for funding to attend online conferences, training courses or networking events.

Applicants should ensure that they apply for the Grant in good time, giving consideration to the time taken in the assessment of applications and, if successful, the transfer of funds.

The award of any Grant is at the complete discretion of the Royal Society of Chemistry.

Eligibility

- 1.1. Applicants must (at the time of application) be employed as a chemical science technician or apprentice technician. They must hold either a fixed-term or permanent contract at an eligible organisation (university, school or college; industrial, private or commercial organisation; university spin-out company or research institute) that lasts for the duration of the proposed activity.
- 1.2. For the purpose of these terms and conditions, a technician is defined as:
 - 1.2.1. Anyone with the word 'technician' in their job title
 - 1.2.2. OR anyone currently undertaking a Laboratory Technician apprenticeship
 - 1.2.3. OR anyone holding the Registered Science Technician (RSciTech) designation
 - 1.2.4. OR anyone who can demonstrate that they are currently working at a level that meets but does not significantly exceed [the competency requirements for Registered Science Technician status](#). In this instance evidence of eligibility will be provided in the form of a detailed CV and in some circumstances the RSC may request further detail of the Applicant's role and day to day duties from the

Applicant and / or their line manager.

1.3. Applicants who are registered as a student alongside working as a technician are not eligible to apply to the RSC TTTG, except if undertaking an apprenticeship.

1.4. Applicants must be RSC members.

1.5. Applicants must provide an up-to-date CV as part of the application.

Application requirements

- 2.1 Any given activity may not receive more than one RSC grant, with the exception of our Grants for Carers and Accessibility Grants. Applicants must inform the RSC if an activity is successful in multiple RSC grant applications.
- 2.2 Applicants must make their applications through the RSC's online application system, SurveyMonkey Apply. Before completing the online form, all Applicants should check that they comply with the eligibility requirements that are stated in section 1 above.
- 2.3 Applicants may only register for one SurveyMonkey Apply account.
- 2.4 Applicants must only use their own SurveyMonkey Apply account to submit an application. Your application will not be considered if it is submitted through another person's account.
- 2.5 Applicants must give details of the funds they are requesting in the RSC TTTG application form and how they will be spent over the course of the proposed activity. The information should be supported with any booking confirmation or receipts, or valid website links to evidence estimated costs.
- 2.6 In the RSC TTTG application form, Applicants should state the date of the proposed activity.
- 2.7 Applications should be submitted at least three months before the start of the proposed activity.
- 2.8 In the RSC TTTG application form, Applicants should describe how the proposed activity will support their professional development.
- 2.9 Applicants must provide a letter of support from their line manager referencing how the proposed activity will support their continued professional development and, if necessary, confirming that the Applicant will be given time off work to undertake the activity. If the Applicant's employer is going to provide financial support on top of the funds sought from the RSC TTTG, this should be explained.
- 2.10 Individuals are eligible to receive only one RSC TTTG per 12 month period.
- 2.11 Individuals that have previously received an RSC TTTG will be expected to indicate so on their application form.
- 2.12 The proposed activity should be linked to the Applicant's area of work and provide a credible opportunity for professional development.
- 2.13 The RSC requires the work it funds to be conducted in an ethical manner. Applicants must give serious consideration to the ethical issues raised by their work. In the event that work which the Grant funds will involve human participants, human material, patients, personal information or protected animals the Applicant is required to notify the RSC of this as part of the application and prior to commencing work. The RSC reserves the right to withdraw any offer of a Grant if it reasonably believes any work funded by it is unethical.

2.14 An application submitted by the Applicant should be their own work and all Applicants are expected to adhere to the RSC's Code of Conduct. The RSC acknowledges that Artificial Intelligence (AI) tools may appropriately and ethically be employed as aids in composing or enhancing an application. Acceptable uses of AI include:

- translation
- checking and correcting spelling
- checking and correcting grammar
- checking the readability of an application
- generating suggestions for alternative words (online thesaurus)

Applicants bear responsibility for the originality, validity, and integrity of the content of their application, even when employing AI tools for certain elements. Unethical use of AI (for example, generating generic or untrue statements that don't relate to the Activity or member) or plagiarism may result in applications being rejected.

2.15 If applications are received from multiple staff at an eligible organisation for the same Activity, only one application will be progressed, in agreement with the Applicant's line manager.

Application assessment process

- 3.1. The selection and awarding process will be based upon a proposal by an Applicant to attend a particular conference, training course or networking event. This proposal will be assessed by the RSC Technician Travel and Training Grant Working Group.
- 3.2. Applications will be accepted during two application rounds per year. The dates for each stage of the application rounds will be published on the RSC webpage for the TTTG. Applications submitted outside of the published dates will not be accepted.
- 3.3. All applications will be checked by RSC staff. Applications will not be considered for funding if:
 - 3.3.1. the Applicant does not meet the RSC's eligibility criteria (see section 1);
 - 3.3.2. the Applicant's chosen activity takes place within two months of the end of the application window;
 - 3.3.3. the application is incomplete (see section 2);
- 3.4. All remaining applications will be considered for funding. Funding will be allocated based on scoring against the scoring criteria published on the Grant webpage. In the event that there are applications with the same scores, funding will be allocated by the RSC at random.
- 3.5. Any changes to the specified activity after the award of a grant must be approved by the Working Group.
- 3.6. The Working Group has oversight of the awarding process and will seek clarification or further information relating to decisions if they deem it to be necessary.

Successful grant applications

- 4.1. Grants must be used solely for the purposes set out in the application, approved by the RSC.
- 4.2. The awarded funds will be paid in a single payment by BACS to the successful Applicant. Payments will be made in GBP.

- 4.3. Where necessary, recipients will be expected to make their own visa arrangements (the RSC may be able to provide general guidance in certain circumstances). Similarly, recipients will be expected to make their own travel and accommodation arrangements.
- 4.4. Should there be exceptional circumstances, wherever possible the RSC will allow a Grant to be deferred. No extra funds will be released in this eventuality.
- 4.5. Applicants must inform the RSC of any changes to the application as soon as possible. If the Applicant receives any extra funding towards the activity outlined in the Grant application, whether before any award of funds or during the Grant, the RSC must be notified.
- 4.6. Recipients must comply with all applicable laws, regulations and codes of ethics and/or conduct including those of the recipient's home and destination countries. Furthermore, the recipient must not act in any manner which may bring the RSC and/or their employer into disrepute.
- 4.7. Recipients will be responsible for the conduct of their work. The RSC shall have no responsibility for and no liability in respect of the employment of recipients or for providing appropriate facilities for the work.
- 4.8. Recipients must comply with the RSC's Branding and Publicity Guidelines as may be amended from time to time, including the use of the RSC logo, which the RSC will provide to the recipient on request.
- 4.9. The RSC reserves the right to carry out any relevant checks including verifying the recipient's RSC membership status and contacting the host and home organisations to confirm identity of an Applicant and the legitimacy of an application.
- 4.10. The RSC reserves the right to terminate an award of a Grant if a recipient is in breach of any of these Terms and Conditions, or chooses to stop the activity or becomes unfit or unable to pursue the activity funded by the Grant or leaves their employer at any time in the duration of the activity. In such circumstances the recipient may be required to return any money already paid to the recipient under the Grant.

At the conclusion of the grants

- 5.1. The recipient must submit to the RSC a short report outlining the impact of the activity within four weeks of the end of the activity. This should include any skills, training, scientific outcomes, experience and value gained from the activity, and any proposed future steps (the RSC will provide a standard form to capture this). This should be authored by the Grant recipient in agreement with their line manager or supervisor. The RSC has the right to publish the report produced by the recipient along with a photograph and short biography of the recipient.
- 5.2. The recipient will be required to submit an account of the expenses incurred within four weeks of the end of the visit (or each visit). This must include receipts for significant expenditure, for example flights and accommodation. Where possible, receipts should also be included for all other expenses incurred. A template will be provided for this purpose and all expenses submitted will be reviewed in light of the [RSC Expenses Policy](#). Any unused funds will be repaid to the RSC.
- 5.3. The Applicant is solely responsible for ensuring he/she is not under any obligation which prevents him/her from applying for and for receiving the funds applied for, whether obligations imposed by the employer or otherwise. Furthermore the Applicant

is responsible for clarifying the position relating to intellectual property rights (“IPRs”) of any research undertaken with funds received by way of this Grant. For the avoidance of doubt, the IPRs in the research will not belong to the RSC.

- 5.4. Recipients will be encouraged to act as ambassadors for the RSC Travel and Training Grant programme, following the completion of their Grant, for instance by delivering a talk at a Local Section or Interest Group meeting or by advising future Applicants.
- 5.5. During the term of the Grant, the RSC reserves the right to reclaim any unspent funds from the recipient under any circumstances.

Data Processing

6.1 The RSC processes personal data in accordance with its Privacy Statement available via: [Our privacy statement](#) (rsc.org) (as may be amended from time to time) and these terms and conditions.

Contact information

7.1 For questions about the Grant please contact technicians@rsc.org.