

## **TRAVEL GRANT - HANDBOOK**

In offering these awards, the Regional Studies Association is seeking to promote and encourage research and dissemination activities, both within and across trans-national borders and to further the overall aims and objectives of the Association.

Apply for up to £500 funding towards your travel costs (transport only) to attend a non-RSA event. This grant is an opportunity to help you towards your travel costs to present your work, network and participate at worldwide non-RSA events within the field. You must be a member of the RSA when applying and when the event takes place and be presenting a paper at the event in the field of regional studies (sub-national). You can read reports from past RSA Travel Grant awardees on the website in the section "Previous Awards".

### ***Before the Event***

- The travel grant is funding of up to £500 (c. \$630; c. €560) towards the travel costs (transport only) to attend a non-RSA event. Only one travel grant can be awarded per individual every five years of membership.
- The RSA Travel grant covers only transport costs (in all cases only second-class fares will be paid on trains and economy class on air travel for 1 person) up to £500 (not accommodation, subsistence, conference fee and food). The award is to be spent toward the costs of travel for public transport only and always at the lowest available fare. Taxis are not to be used as a method of transport covered by the award. We encourage you to take the most direct route between your official address and the meeting place and the most cost-effective mode of transport taking into account journey time and the nature of the journey.
- The award is for the reimbursement of travel costs only (transport costs), cannot be used in conjunction with any other Regional Studies Association conference bursary and is only valid for non-RSA events within the field of regional studies. Any budget changes should be communicated to the RSA in advance and are subject to approval.
- A maximum of two applications can be awarded per deadline. Only one award will be provided to a member of the RSA per event (two if the event is exceptionally large).
- Those who are not successful are welcome to reapply. Applications are not transferrable to another person or another event. If the travel does not take place within a year of the award being provided, the application will then be cancelled, and a new application will need to be submitted.
- Applicants of the travel grant must be a member of the Association at the time of the application, at the time of travel and at the point of claiming reimbursement. Non-members are encouraged to apply and join at the same time.
- Please be aware that the event you wish to attend needs to be held a minimum of 6 weeks after the Travel Grant application deadline has passed.
- Individual members in any category will be refunded directly but members using their corporate membership will be refunded to the corporate body.
- Awards will be considered on receipt of the fully completed application form. The Association's Chief Executive and one Trustee (to be decided from time to time) will take delegated decisions on the Travel Award.
- The Association will only reimburse the sum budgeted in the application and agreed to in the award letter that will need to be signed by the Awardees. We therefore strongly encourage you to take out travel insurance to cover any other extra costs that may occur.
- Permission to distribute marketing material from the Association must be confirmed by the organisers of the event for which the Travel Award sum will be used for prior to the money being awarded by the Association. Please note that applicants for funding to attend the AAG can assume that they have permission to bring advertising materials to the session in which they are performing.

- Please note, that the funding for the claimed travel expenses must be exclusively funded by the RSA. For clarity this means you may not use funding from other sources for travel that is covered by the RSA.
- It is the responsibility of the recipients of the travel grant to ensure that the research complies with the all correct General Data Protection Regulation (GDPR), the Data Protection Act and PECR (Privacy and Electronic Communications Regulations). The grant holder is responsible for any human resources related, health and safety issues.
- The RSA accept no responsibility for the views or opinions expressed by the travel grant holder at the event.

### ***During the Event***

- The support of the Regional Studies Association should be acknowledged when the research is presented.
- The person receiving the award will have the role of promoting the Association and its membership and must agree to take membership and other materials to the meeting and will need to contact the office at least 3 weeks prior to the event to request these materials. The office will then deliver to a convenient postal address for the event.
- Successful applicants will also be sent the PowerPoint slides to add at the start of their presentation to acknowledge the Association and its support.
- A list of the event's participants (with their email address if possible and in line with the GDPR regulation to access it and share it with the RSA) is to be provided to the Association
- Please attach photos of the event, your presentation and of the RSA material being displayed.
- Additional relevant updates, in forms of brief reports, news items, pictures, pieces for the RSA Blog, RSA website, eZine *Regions* are strongly encouraged. We would highly appreciate the promotion of the event and grant through social media Facebook or Twitter @regstud.
- The RSA office team can support award holders by sending appropriate membership materials to the award holder. Award holders may always seek advice from the office but have no direct call on the time of the staff team beyond this (i.e. the office staff will not book any travel arrangements).

### ***After the event***

- A 300- word minimum report on how the money was used will have to be provided, prior to the repayment. The Association reserves the right to publish this report with photos on the website or/and in e-Zine *Regions*, RSA Blog.
- The claim form on how the money was used will have to be provided, prior to the repayment.
- The Association will only refund claims that are backed up with original receipts attached to the Travel Grant Claim and Event Report Form. All unspent monies revert back to the Regional Studies Association. The payment will be withheld until receipt of the report.
- Claims are paid by bank transfer so please provide bank account details on the claim form. The information and supporting documents you provide will be verified and may, if necessary, be subject to further checks at a later date.
- If the RSA Travel Award is not claimed within 6 months of the event taking place, claims will not be reimbursed by the RSA.
- Reports should be submitted using the appropriate form which can be downloaded from the Association's website: <https://www.regionalstudies.org/funding/travel-grant-scheme/>

***Application Queries***

Any queries should be addressed to [travelgrant@regionalstudies.org](mailto:travelgrant@regionalstudies.org) or by telephoning +44 (0)1273 698 017.

**Regional Studies Association**

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