

## **BBTS Bursaries Policy** **Revised Oct 2007**

### **Background**

The society set up the BBTS Bursaries scheme in 1999 to fund travel scholarships and other bursaries to be awarded to members (and in some cases non-members) of the society to further their knowledge and experience in blood transfusion medicine. A bursaries committee has been established by Council to oversee the allocation of travel scholarships and other bursaries.

The committee may spend up to a maximum of £25,000 per annum on bursaries (2007-20010 budget).

### **Scope of this policy**

This document sets out the terms of reference of the bursaries committee, categories of bursaries currently available, mechanisms by which they are allocated and documentation of the selection process.

### **Categories of bursaries awarded**

There are currently two main categories of bursaries awarded to individuals on an annual basis, these are:

#### **Bursaries to attend UK meetings**

- Free places for Junior Staff at the ASM (*open to both members and non-members*)
- Free places for Young Scientists at the ASM (*open to both members and non-members*)
- Free places to attend other UK meetings and training courses (*open to full UK members only*)
- Princess of Wales Memorial Scholarship (*open to both members and non-members who are based overseas*)

#### **Bursaries to attend overseas meetings/projects**

- Overseas Travel Scholarships to attend International Conferences (*open to full UK members only*)
- Overseas Travel Scholarships to undertake work experience/project in a developing country (*open to full UK members only*)

In addition to the above, the bursaries committee considers applications for financial support from individuals and institutions for other training and educational meetings / courses.

### **Announcement of bursaries and applications**

Each bursary should be advertised to the membership through the BBTS Bloodlines newsletter, BBTS website and other society 'mail-shots'. In addition, other organisations such as the UK blood services or UK NEQAS may be requested to distribute 'flyers' in order to reach eligible non-members of the society.

With each announcement and call for applications there must be a clear statement of:

- Criteria for eligibility for bursary
- Additional documentation required such as a statement supporting the application, employer's reference
- Conditions of award such as contribution to the BBTS newsletter
- Deadline for applications

Specifications for each current category of bursary are given in the attached appendices.

Applications are to be returned to the BBTS office by a specified date allowing time for consideration of all applicants by members of the bursaries committee, communication of results (to successful and unsuccessful applicants) and arrangements for conference places and travel to be made.

### **Selection Process**

Copies of all applications should be distributed to all members of the bursaries committee along with a short-listing sheet (appendix 7) containing the criteria for the particular award. The applications should be read and compared to the weighted criteria for eligibility and any other specific criteria for that award. A numerical score 1 - 10 should be given to each application by each person reviewing the applications. Where possible all applications should be considered by all members of the bursaries committee. Where this is not possible, for awards of less than £500 a minimum of two committee members should assess the applications and for those over £500, a minimum of three members.

The short-listing forms should be forwarded to the chair of the bursaries committee (or a committee meeting arranged if appropriate). The scores for each candidate will be totalled and those applications with the highest scores awarded bursaries. Where there are several candidates having the same numerical score, the Chair should make a final decision on those to be selected.

A list of all applicants and brief reasons for the decision for their selection/non-selection should be returned to the BBTS to be kept with the applications and a copy of the selection criteria. In this way the selection process is transparent, the society protected against possible allegations of unfair practice and internal/external audit of awarding of bursaries made possible. A shortlist form is attached as appendix 7.

### **Awarding of Bursaries**

The BBTS office should inform the successful and unsuccessful applicants of the decision of the committee within 2 weeks of the decision being made. Successful applicants should sign a form agreeing to the conditions of the award. The bursaries should be paid as soon as appropriate for the category of bursary. See appendices 2-6.

### **Complaints and appeals**

The committee should refer all complaints and appeals to Council, and provide all the relevant information and documentation to be considered.

## **Appendix 1**

### **Terms of Reference of BBTS Bursaries Committee**

The Bursaries Committee is responsible to the Council. Its terms of reference are to:

1. Review categories of bursaries annually and consider new areas for support
2. Review the selection criteria for existing bursaries annually
3. Prioritise spending (including consideration of carryover of funds to the next financial year when possible)
4. Prepare an annual proposal for allocation of bursaries for approval by Council
5. Advertise bursaries for travel scholarships and free places at the BBTS ASM to appropriate groups of candidates
6. Consider applications for bursaries according to agreed selection criteria
7. Provide the BBTS office with a list of successful and unsuccessful applicants for each award with reasons for selection
8. Provide names of successful applicants for publication in the BBTS Newsletter
9. Ensure that applicants are informed of the decisions and advise Council of these decisions at the next appropriate Council meeting
10. Assess applications for financial support from other individuals / institutions
11. Prepare an annual report and financial statement for Council
12. Review, at three-year intervals, the total funds available for bursaries
13. Review the working arrangements and support of international organisations including WHO, NBSI, ISBT etc in promotion of BBTS international activities

The Committee will meet at least once per annum or communicate on all key issues by e-mail. It will comprise a minimum of four Members, one of whom will be the BBTS Honorary Treasurer. Each member may serve on the committee for a term of three years and be re-elected once.

## **Appendix 2 – BBTS ASM Free Places for Junior Staff/Young Scientists** (UK based Bursary available to both members and non-members)

### **Description**

These bursaries are awarded to enable individuals working at junior staff grades in transfusion medicine to experience the BBTS ASM and for PhD students and newly qualified staff to present their research work at the meeting. The number of bursaries to be offered will be proposed by the bursaries committee and agreed by Council annually.

These bursaries should be advertised in the BBTS newsletter, website and by other routes (including NEQAS, Blood Bank Managers and Regional Transfusion Managers) to reach members and non-members from all eligible staff groups, at least one month before the closing date for abstracts for the BBTS ASM. The total value of each bursary is a free place at the BBTS ASM including up to 4 nights accommodation, all meals and a maximum of £100 towards travel costs to be claimed retrospectively.

### **Margaret Kenwright ‘Young Scientists’ Administration**

Eligibility - Newly qualified BMS, PhD Students, Clinical Scientists or within three years of their post-doctorate, MSc Students.

These bursaries are awarded to those individuals selected to present their work at the Margaret Kenwright Young Scientists session at the BBTS ASM, to ensure that they can attend the meeting. Applicants must submit an abstract via the conference abstract submission system and be selected by SMAC to give an oral presentation at the Margaret Kenwright Young Scientist Session at the ASM.

### **‘Junior Staff’ Administration**

Eligibility - Junior healthcare and laboratory staff - normally working at band 6 and below. e.g. Trainee BMS or BMS1, junior nursing and training medical grades.

These bursaries are awarded to those individuals selected to attend the ASM. Applications will be considered by a minimum of two members of the bursaries committee and applicants informed of their decisions at least two weeks before the closing date for applications to attend the ASM at the standard rate.

Application documentation required

- Completed application form
- Supporting statement giving reasons for application
- Supporting statement from employer
- List of national meetings attended in the last 5 years

In addition to meeting the requirements above, applications to be assessed for:

- Quality of supporting statement from applicant
- Other opportunities for attending national meetings
- If possible all staff groups should be represented

### **Appendix 3 - Bursary for BBTS members to attend meetings in the British Isles** (UK based Bursary available to full UK members only)

#### **Description**

This bursary is to provide financial assistance for BBTS members to attend meetings in the British Isles in transfusion medicine or a related field, other than the BBTS ASM and to attend transfusion medicine training courses in the British Isles. The number of bursaries to be offered will be proposed by the bursaries committee and agreed by Council annually.

#### **Administration**

These bursaries should be advertised regularly in the BBTS newsletter, the web-site and by other routes (including NEQAS mailings) to reach BBTS members from all eligible staff groups. The advert should be accompanied by a list of possible, but not exhaustive, meetings to attend (e.g. BBTS SIG, BSH, BSI, RCN, RCPATH) and training courses. Applications will be considered by a minimum of two members of the bursaries committee. Funding will be to a maximum of £500 and will be expected to cover travel, registration and accommodation expenses. Receipts should be provided and claims will be paid retrospectively.

#### **Eligibility**

- Full UK membership of BBTS
- Any grade other than Consultant Medical or Consultant Clinical Scientist
- Only non-NBS staff can apply for NBS training courses

#### **Application documentation required**

- Supporting statement giving reasons for application
- Supporting statement from employer
- Programme of proposed meeting/training course
- List of national and international meetings attended in the last 5 years
- Copy of abstract if submitted

#### **Conditions**

- A report of the meeting/training course (not more than 500 words) to be sent to the BBTS office. This report may be published in the BBTS newsletter, in part or whole.

#### **Selection of candidates**

In addition to meeting the requirements above, applications should be assessed for:

- Quality of supporting statement from applicant
- Appropriateness of proposed meeting/training course
- Other opportunities for attending meetings/training course
- If possible, different staff groups should be represented

## **Appendix 4 -Overseas Travel Scholarships to attend International Conferences** (Overseas based Bursary available to full UK Members only)

### **Description**

This scholarship is to enable scientists to experience an international meeting in a field related to transfusion medicine and have an opportunity to present their work. In the years where there is a full international ISBT meeting specific scholarships to attend this meeting will be offered.

### **Administration - General**

The scholarship should be advertised in the first edition of the BBTS newsletter each year and on the web-site with early applications being encouraged. Applications will be considered by a minimum of three members of the bursaries committee and the successful and unsuccessful candidates being informed of the outcome. The total value of the bursary(s) will vary according to the location of the meeting(s), but should cover the cost of registration and travel at a minimum. The scholarship, whose value would not normally exceed £2500, will be paid on proof of booking meeting and tickets.

### **Administration – ISBT**

The scholarship should be advertised in the BBTS newsletter and web-site at least one month before the closing date for submission of abstracts for the ISBT meeting. Applications will be considered by a minimum of three members of the bursaries committee and the successful candidates informed at least two weeks before the closing date for applications to attend at the standard rate. The total value of the bursary will vary each year according to the location of the ISBT annual meeting, but should cover the cost of registration and travel at a minimum. The scholarship will be paid on proof of booking meeting and tickets.

### **Eligibility**

- Full UK membership of BBTS
- Any grade other than Consultant Medical or Consultant Clinical Scientist
- Attending an international meeting for the first time
- Submitting an abstract for the meeting

### **Application documentation required**

- Completed application form
- Supporting statement giving reasons for application
- Supporting statement from employer
- Copy of abstract
- List of international meetings attended in the last 10 years

### **Conditions**

A report of an aspect of the meeting of special interest to the successful applicant (not more than 1000 words) is required within 3 months. This report may be published in the BBTS newsletter, in whole or part.

### **Selection of candidates**

In addition to meeting the requirements above, applications to be assessed for:

- Quality of supporting statement from applicant
- Quality of abstract
- Other opportunities for attending international meetings

**Appendix 5 - Overseas Travel Scholarships to undertake work experience/deliver a project in a developing country**  
(Overseas Bursaries available to BBTS Members)

**Description**

To enable BBTS members to take up placements overseas to either gain specific work experience in the field of transfusion medicine that would not be possible in the UK or to provide practical support and experience to further knowledge of blood transfusion in developing countries.

**Administration**

The scholarship should be advertised in the first edition of the BBTS newsletter each year and on the web-site with the closing date being 31<sup>st</sup> March. Applications will be considered by a minimum of three members of the bursaries committee and the successful and unsuccessful candidates informed by 30<sup>th</sup> April. The total value of the bursary will vary according to the duration and location of the placement, but should cover travel and accommodation at a minimum, to be paid on proof of booking flights. Receipts must be provided.

**Eligibility**

- Full UK membership of BBTS
- Any grade other than Consultant Medical or Consultant Clinical Scientist
- Submission of project plan/placement details (aims, benefits, etc.)

**Application documentation required**

- Supporting statement giving reasons for application
- Supporting statement from employer
- Supporting statement/Invitation from overseas institution
- Project plan/placement itinerary

**Conditions**

A report of the visit (not more than 1000 words) is required within 3 months. This report may be published in the BBTS newsletter, in whole or part.

**Selection of candidates**

- Quality of supporting statements
- Relevance of work experience/project
- Similar experience not available in UK

## **Appendix 6 - Princess of Wales Memorial Scholarship**

(UK based Bursary available to member and non-members based overseas)

### **Description**

This travel scholarship was established in 1998. At least one scholarship of this type is awarded annually to individuals working outside the UK, not necessarily members of the BBTS, who wish to further their training, education or professional development in transfusion medicine by visiting institutions in the UK and/or attending transfusion medicine courses in the UK. The visit would preferably be timed to coincide with the BBTS ASM so that the successful applicant can attend the meeting as a guest of the society, however this is not a requirement of the award.

### **Administration**

Each year the scholarship is advertised in the BBTS Newsletter and on the web-site, with a closing date for applications of 31<sup>st</sup> March. Applications will be considered by at least three members of the bursaries committee and the successful and unsuccessful candidate(s) informed by 30<sup>th</sup> April.

The value of each scholarship will be £2,500. Payment will be made directly to the individual recipient in two staged payments once they arrive in the UK (as per the terms and conditions of the award).

### **Eligibility**

- Working in the field of Transfusion Medicine outside the UK
- Proof of leave of absence to take up scholarship
- Proposed visits agreed by institutions in UK and/or training course details
- Not a previous BBTS Princess of Wales Bursary Recipient
- Able to obtain a Valid Visa to visit the UK

### **Application documentation required**

- Proof of authorisation of leave of absence to take up scholarship
- Invitation to visit UK institutions and/or confirmation of training course place
- Proposed training programme as agreed, with dates
- Supporting statement giving reasons for application
- Current CV
- List of International meetings attended in the last 10 years

### **Conditions**

A report of the visit (not more than 1,000 words) is required for Council within three months of the visit. This report may be published in the BBTS newsletter, in whole or part.

### **Selection of candidates**

In addition to meeting the requirements above, applications to be assessed for:

- Quality of supporting statement
- Relevance and value of proposed visits/training to applicant and their institution
- Other opportunities for education, training and professional development
- Evidence of good understanding of spoken and written English

## **Appendix 7- Allan John Bursary**

(UK based Bursary available to both members and non-members)

### **Description**

This bursary is sponsored by Haemonetics and is awarded to an individual annually who is working in/has a professional interest in blood conservation.

It is awarded to an individual selected to attend the ASM. Applications will be considered by a minimum of two members of the bursaries committee and applicants informed of their decisions at least two weeks before the closing date for applications to attend the ASM at the standard rate.

The total value of the bursary is £500 (plus VAT) towards the costs of a place of attending the BBTS ASM including accommodation, meals and travel costs, to be claimed retrospectively.

### **Administration**

These bursaries should be advertised regularly in the BBTS newsletter, the web-site and by other routes to reach BBTS members from all eligible staff groups. The advert should be accompanied by details of the appropriate ASM. Applications will be considered by a minimum of two members of the bursaries committee. Funding will be to a maximum of £500 and will be expected to cover travel, registration and accommodation expenses.

### **Eligibility**

- Full UK membership of BBTS
- Any background providing there is a professional interest in blood conservation

### **Application documentation required**

- Supporting statement giving reasons for application
- Supporting statement from employer
- List of national and international meetings attended in the last 5 years

### **Selection of candidates**

In addition to meeting the requirements above, applications should be assessed for:

- Quality of supporting statement from applicant
- Other opportunities for attending meetings/training course



