

## Guide to the MBChB Conference Bursary

The MBChB conference bursary is available to all medical students (including those intercalating) who attend conferences to present their research. Students can apply for up to **two** bursaries of £50 or **one** bursary of £100 during their undergraduate career.

The bursary can only be used towards national or international conferences (it cannot be used towards student conferences). But if in doubt please do get in contact.

Please read through this document in its entirety before making an application.

### Making an application for a bursary

- Students should first consult the various resources available on [1Med Info](#) for poster templates, guides and checklists on how to correctly format a poster or presentation.
- Approval of absence must be obtained from the Hospital Dean. Intercalating students should seek approval for absence from the programme in which they are intercalating.
- Students should send their poster or presentation to the MBChB bursary inbox account for review **before** it is sent to print, since edits may need to be made.
- Students **can** apply for more than one bursary in an academic year, unless they opt for a £100 bursary, then they can only apply once.

### Email Template

The completed application should be sent to the [Conference Bursary Inbox](#). When emailing, students should adhere to the following requirements detailed below.

|    |                                                                                                                                                   |                                                                                                                                                                                                                             |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Organised by a recognised scientific or professional body?                                                                                        | Name of conference                                                                                                                                                                                                          |
| 2. | Research undertaken in connection with?                                                                                                           | Your Supervisor's name and location.<br><br>Please include evidence that the approval of the supervisor has been obtained and authorship agreed with them.<br><br>** Please see below an example of how to show authorship. |
| 3. | Date of event?                                                                                                                                    |                                                                                                                                                                                                                             |
| 4. | Is this a poster or presentation event?                                                                                                           |                                                                                                                                                                                                                             |
| 5. | Please quote your <b>student ID</b> to receive this bursary<br>(The award will be paid by BACs into the account supplied on your student portal). |                                                                                                                                                                                                                             |

Please **attach** the following:

|    |                                                                                                                                                               |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | The agreed absence with your Hospital Dean<br><br>(Intercalating students should get approval for absence from the programme in which they are intercalating) |
| 7. | Acceptance email from the recognised/professional body                                                                                                        |
| 8. | A copy of the poster/presentation (your name and your Lead's name should be on this)                                                                          |
| 9. | Please confirm you have acknowledged yourself as a University of Manchester medical <b>student*</b> on your presentation/poster.                              |

|    |                                                                                                                                                                                                |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | Please confirm if you would like to receive a £50 or £100 bursary (please note if you choose £100 this is the <b>only</b> conference bursary you can receive during your undergraduate career) |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\* The bursary applicant needs to reflect their status as a medical student at the University of Manchester in the address line of their poster/presentation.

*\*\*Bloggs A<sup>1</sup>, Smith S<sup>2</sup>*

*<sup>1</sup>Medical Student, Division of Medical Education, University of Manchester; <sup>2</sup>Consultant Paediatrician, Department of Paediatrics, X Hospital*

This email account is managed by the Student Experience Office. If all the information in the above table is provided, a confirmation email will be sent to the student. If some information is missing or incomplete, the Student Experience Office will highlight which items are outstanding to the student.

### **Processing the bursary**

Please ensure that bank details on Campus Solutions are up-to-date. Successful applications are put on to Campus Solutions once a week. Once on the system, it can take **up to three weeks** for the bursary to arrive in a student's account. Please be patient and follow this up by emailing the [Conference Bursary Inbox](#) if you have not received your bursary three weeks after the date of your last email correspondence.

### **Students will *not* receive the bursary if:**

- They have already received two previous £50 bursary instalments or one previous £100 bursary instalment.
- The conference is student-ran or not part of an official scientific organisation
- They cease correspondence with the mmsconferencebursary inbox. We will attempt to chase your application, but we will not reward the bursary until you have sent us the relevant information required to process your application.