

Guidelines for applicants

Applicants must demonstrate why local funding for the project cannot be provided, and should also indicate whether they have applied for alternative funding. If alternative funding becomes available for a project already supported by the AAGBI Foundation, the AAGBI Foundation should be notified immediately, as this may affect the sum to be disbursed.

Requests for equipment must be supported by evidence that the environment and training of local staff is adequate to support appropriate use.

The committee meets in January, March and June in 2014 to consider applications. Applications **will not** be considered retrospectively, so applications **must be made in advance** of travel so that a decision can be taken at the next available committee meeting. **Only in exceptional circumstances**, and at the discretion of the committee, late applications made up to 10 days before departure may be considered between meetings. All application forms were updated in October 2013; please note that only these recent forms will be accepted.

- All applicants must be anaesthetists.
- All applications must be received electronically by the AAGBI prior to the deadline stated on the AAGBI website.
- Typing your name at the end of the application form is classified as a signature and is treated as legally binding; hard copies of application forms are not required.
- Applications will not be considered retrospectively, please ensure you apply for funding before the start of your visit/project.
- Those holding trainee appointments should have a consultant (or equivalent) as referee, and may require RCoA approval for out of programme experience. It is the responsibility of the applicant to organise this.
- Applications from charitable organisations or NGOs must be submitted in the name of the organisation not the individual. Evidence is required of other funding applied for and to be raised
- Applications for project funding should demonstrate sustainability and explain how the benefits of the project work will be maintained in the future
- Group applications for individual travel grants will not be accepted, each individual seeking funding must submit a separate application. NB; Project Grants must be submitted in the name of the Project Leader or institution. Names and roles of all project members must be included in the application.
- Applicants must ensure they have completed the form in full and attached all of the requested documentation outlined in the checklist noted on the final page of each application form.
- Applicants who are successful are required to write a 500 word report about the grant funded trip to be uploaded to the AAGBI website.
- Applicants may only apply for one grant per project.