

Travel Grant application for funding from the
International Relations Committee (IRC)

 **Long term visits including trainee Out of Programme Experience (OOPT/E)
and volunteer work in low resource settings**

The International Relations Committee (IRC) of the AAGBI Foundation considers applications for funding for anaesthetic related projects usually, but not exclusively, in lower resourced countries. Applicants must demonstrate why local funding for the visit 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 Association of Anaesthetists, the Association should be notified immediately, as this may affect the sum to be disbursed.

For long-term voluntary work in developing countries, generally longer than one month. If additional funding is required for a visit already in receipt of an IRC grant, a new form should be completed. If a visit lasts more than six months, reports will be submitted to IRC at intervals of not more than six months in addition to the final report.

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. Following completion of the visit, a report will be submitted to IRC.

**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 annually in January, March, June and October 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 applicants must be anaesthetists based in the UK or Ireland
* All applications must be received electronically by the Association prior to the deadline stated on the Association 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 may be uploaded to the Association website.
* UK faculty are expected to contribute to their own travel costs (50%), in line with the principles applied to IRC grants
* Charitable financial contributions to other charities or organisations are excluded from funding applications
* Applicants may only apply for one grant per project.

**Section 1: Applicant Details**

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| **Name of applicant:** | **Association Membership number *(if applicable)*:** |
| **GMC Registration number *(if applicable)*:** | **Contact phone number:** |
| **Address for correspondence:** | **Email address:** |
| ***Trainees only*** |
| **Current grade and years of anaesthetic experience:** |
| **Consultant referee:** |

**Section 2:**

**Select type of work: OOPT/E** [ ]  **Volunteer work** [ ]

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| --- |
| **Location:** |
| **Local co-ordinator(s) or supervisor overseas:** |
| **Proposed starting date and duration of work:** |
| **What work will you be doing?** |
| **How will your work support delivery of safe anaesthesia to patients?** |
| **How does the work support the development of anaesthetists locally or anaesthesia as a speciality in the country (legacy)?** |
| **How does this work encourage development of your skills?** |

**Section 3: Funding**

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| **Detailed breakdown of costs. State other potential or actual sources of funding:**

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| --- | --- |
| **Item (e.g. flights/accommodation)** | **Cost per item *(GBP)*** |
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| **Total amount requested:** |  |

**Has local funding been applied for?****Yes** **[ ]** **No** **[ ]**  |
| **State other sources of funding – include both agreed funding and funding applied for:** |
| **Numbers of overseas individuals likely to benefit. Please state whether there will be any costs to intended beneficiaries:?** |
| **Please list any IRC funds awarded to you (or collaborators on this project) within the last five years (amount, year and project):** |

**Checklist**

Are all sections of the application form been filled out? [ ]

Have you included a consultant reference if you are a trainee? [ ]

Have you included a summary of your CV (1 page maximum)? [ ]

Have you included an invitation/acknowledgement letter by the local anaesthetist, local hospital, local department of health or recognised international organisation? [ ]

Have you included any necessary evidence to show that the project is coordinated and collaborate eg. communication with other organisations or individuals in the area with similar aims (if applicable) [ ]

**Consent**

By typing my name below by way of signature, I agree to:

1. Submit a report to IRC following the project. If the project lasts more than six months, reports will be submitted to IRC at intervals of not more than six months in addition to the final report.
2. To possible publication of my report on the IRC Association website, and other possible publications.
3. To the conditions outlined in the instructions above. To the best of my knowledge, the information contained herein is accurate. I understand that reports of previous projects have participated in may be used by the IRC as part of the decision process.

**Signature:**

**Date:**

*Please email this application to:* secretariat@anaesthetists.org