



## Travelling Scholarship Application

The SSA shall award a maximum of £2,500 to support any younger member of the Society to travel to international meetings, and/or laboratories and/or clinics, to further their training. This amount will be awarded twice a year, in March and October.

Name			
Address			
Post code			
Home tel. no.		Work tel. no.	
Email address			
Qualifications			
Present occupation/ education course: Organisation name and address			
Your position			
Name and address of tutor/line manager			

Name of higher/further education body/organisation providing the meeting/training/clinic:		
Details of proposed visit	Rationale:	
Detailed itinerary:		
<i>(continue on separate sheet if necessary)</i>		
Benefits to be obtained and dissemination/implementation of knowledge/experience gained:		

(continue on separate sheet if necessary)

Date of proposed commencement of visit:

Date of expected return:

Have you attended a meeting/course/training event within the last six months? (If Yes, please give details and state whether you received funding for this training)

Have you applied to any other source for funding? (Please give details)

Have you been denied funding from your educational/employing body?

Signature of applicant:

Date:

Signature of tutor/line manager:

Date:

Please return this form to:

C/o Graham Hunt  
SSA Executive Office  
Leeds Addiction Unit  
19 Springfield Mount  
Leeds  
LS2 9NG

(Fax/Tel: 0113 295 2787)

Please attach:

- 1 - \*Letter from tutor/line manager (preferably a member of the SSA) to confirm organisational support of the proposed study activity. This is essential to the processing of the application
- 2 - Full expected budget
- 3 - Letter of confirmation from employing authority that study leave will be granted if application is successful
- 4 - Copy of submitted abstract
- 5 - Supporting statement from proposed host centre (including letter of invitation where appropriate)
- 6 - Brief CV, highlighting degrees, awards & publications

\*This letter should show:

- The benefit to the applicant or organisation;
- The employer's position regarding funding;
- Support for the time required to undertake the visit and associated work;
- An opinion of the applicant's ability to complete the activity

Successful applicants must submit a report to the SSA after the event (at the above address), with details of the expenses they would like refunded, including receipts.

A younger member is defined as one below the age of forty years, and not more than 5 years post-doctoral. Preference will be given to applicants who:

- Are giving a presentation at the meeting they wish to attend
- Will combine their attendance at the meeting with a visit(s) to a laboratory(ies) and/or clinic(s) and/or to a meeting with an expert associated with their field of addiction
- Are active members of the SSA as evidenced by attendance at the Annual Symposium

Send 4 copies of your application form and supporting documents to Graham Hunt at the Executive Office address (above), by the closing date(s) of 1 March or 1 September each year.

Selection Panel: A panel comprising three members of the Executive Council shall be convened to rank the applicants using the above criteria. If any member of the panel is unavailable, the Council of the SSA may co-opt another member of the Executive to the panel.