

**(NV)MS Conference Attendance Fund**

**Information and conditions**

* **Purpose**
	+ Support NVMS members in attending international conferences related to mass spectrometry for presentation of research data (oral or poster).
	+ The grant has a value of **€1000** and can be used to cover (part of) the conference fee, travel costs, lodging and other travel related costs.
* **Who can apply**
	+ Researchers (BSc, MSc, PhD, Post-doc [until 2 years after obtaining a PhD]) who are members of the NVMS and have at least a 0.5 FTE position in the Netherlands.
	+ The requester should be active in this position during conference attendance.
	+ The requester can obtain a travel grant only once in their career. It is allowed, though, to apply several times as long as the requester has not been awarded an (NV)MS Conference Attendance Fund grant before.
* **Procedure**
	+ General
		- The Board of the NVMS decides each year
			* to open the fund for application;
			* how many grants can be applied for.
	+ Request
		- The request for a grant should be sent to the secretary of the NVMS (info@nvms.nl).
		- The request can be made for future conference attendance and presentations only and cannot be used for conferences that have occurred in the past.
		- Entries will be reviewed twice a year. Deadlines for submissions are 31 January and 30 June.
		- Requests can be made for conferences taking place within one year after submission closure.
		- The request should be accompanied by:
			* Accepted (if possible) abstract (1 A4) for oral/poster presentation (max. 750 words).
			* Figures allowed if this clarifies the content of the abstract.
			* Detailed overview of the expected costs (travel, lodging, conference fee, etc.).
			* Proof of official position (of min 0.5 FTE) in The Netherlands during time period of the conference attendance (e.g., letter/email supervisor).
	+ Review
		- The committee will review the request within 1 month after each deadline.
		- The review will consist of
			* a control whether the request has been delivered according to the guidelines (see above);
			* a scientific review.
		- The outcome of the review and approval or rejection (not open for discussion), will be communicated to the requester via the secretary of the NVMS.
		- Upon grant approval, the requester commits themselves to a presentation of the poster/oral at either the 1st or the 2nd NVMS meeting following the granted conference.
	+ Committee
		- The committee consists of three NVMS members (preferably one from university, one from industry and one from the NVMS board).
		- Committee members will be active for 2 calendar years.
		- The board of the NVMS will announce the members of the committee via the NVMS website (www.nvms.nl).
* **Grant payments**
	+ Payments are based on claimed expenses with a maximum of €1000 per grant.
	+ A travel expense form (found on the NVMS website) needs to be completed.
	+ Travel expense forms should be accompanied with original receipts (copies will not be accepted) and a PDF of the presentation (oral or poster).
	+ Please send by post mail the form and receipts to the treasurer of the NVMS:

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