**Advice for ASAB Conference Attendance Grant applicants**

This is a beta version. Comments are welcome - especially if you cannot understand the advice or you think something is missing!

*Dr Kate Lessells, Secretary of ASAB Grants Committee*

**Read the information that is available about ASAB Conference Attendance grants on the website** [**https://www.asab.org/conference-grants**](https://www.asab.org/conference-grants) **carefully**

**\*** In particular, check whether you are eligible (especially if you are applying for the higher amount available to ‘Developing Country applicants’).

**\*** Check that you know when the application deadline is.

**\*** If you do not understand any information on the website, ask your supervisor (or another scientific mentor). If they can’t help you (or are uncertain) it’s OK to write to the Grants Secretary to ask.

**Read the application form carefully**

**\*** If you do not understand any questions on the application form, ask your supervisor (or another scientific mentor). If they can’t help you (or are uncertain) it’s OK to write to the Grants Secretary to ask.

**Follow the instructions**

**\*** Ignoring an instruction because it seems trivial to you may cause unnecessary work for someone handling a large number of applications. (For example, if you do not rename your application form as requested it becomes difficult to locate it in a folder containing 30 or 40 applications sorted alphabetically.)

**\*** Make sure you answer all the questions for applicants. You can tell which these are because the question/instruction box is shaded blue. In general, you should write something in all the unshaded boxes that are associated with blue-shaded boxes. The exceptions are when there are more lines than are needed for your response, or when something doesn’t apply to you (in which case write ‘none’ or ‘NA’ as appropriate).

**\*** On ASAB forms (which are processed by hand), if you are unsure what the correct answer to a question is, you can write in a brief (just a few words) explanation.

**Check you are up-to-date**
**\*** if you downloaded the application form more than a month before the closing date, check that you have the latest version (the version is in the bottom right-hand corner of pages; eg Acv2022MayKL. You do not need to understand this code - you just need to check that it is the same version as the one you have already).

**Check your membership status**
**\*** If you are in any doubt whatsoever about your membership status, **check it**. You can do this by logging into your membership account at <https://asab.wildapricot.org/> and checking your profile. You can also check whether you’ve applied for membership, or when you last paid a subscription, by looking at your bank or credit card statements. If you are still in doubt, contact the ASAB Membership Secretary asabmembership@lincoln.ac.uk well ahead of the application deadline.

**Without a reference from your referee, your application is ineligible, so make sure that a reference is submitted on time** (see **‘Manage your referee’** below)

**\*** If you do not understand what the role of a referee is, ask your supervisor (or another scientific mentor).
**\*** Use an appropriate referee. In general, referees should be more senior that the applicant, and know the applicant’s work well. For a PhD student applying for a Conference Attendance Grant, the most appropriate referee will generally be their PhD supervisor. Other PhD students or research assistants are not suitable referees for Conference Attendance Grants!

**\*** Under no circumstance complete **any** part of the ‘STATEMENT BY REFEREE’ form yourself. This can look like an attempt at fraud.

**Manage your referee.** If you are a student of some kind, your supervisor is often more or less obliged to act as a referee for you as part of their supervisorial responsibilities. This does not mean that it’s reasonable to send them your application on the morning of the closing date and expect them to write you a reference that day! Some referees are happy to return the complete form to the student, and let the student submit the application. Others may prefer to send their reference separately.
**\*** Let your referee know well ahead of the closing date that you plan to apply for the grant and what the closing date is, and ask whether they will act as a referee for you.
**\*** Particularly if you have not applied for an ASAB Conference Attendance Grant before, consider discussing the application with your supervisor (who may also be your referee) before you start drafting it, or asking your supervisor to give you some feedback on a draft application in time to revise the draft.
**\*** In any case, agree with your referee (1) the date by which your referee needs the application form with your part completed so that they can produce a reference on time (preferably allowing a at least a few days for last minute hitches), and (2) whether they will return the form complete with their reference to you for you to submit, or submit their reference separately while you submit the application without their reference.
**\*** When you give (or send) the referee the application form with your part completed, remind them of the application deadline (which is also the deadline for the reference if sent separately), and whether they had agreed to send the completed for back to you (for you to submit) or submit it directly to the Grants Secretary (in which case you should also give them the Grants Secretary’s name and email address).