******Application for research meetings**

Research meetings are led by one or two researchers - we encourage applications from basic scientists, clinicians and healthcare practitioners based at UK research institutions.

Your meeting should have clear and predefined outcomes that could include:

* an application for research grant funding
* publishing discussion papers or review articles
* establishing a research consortium

We are particularly keen to support meetings based around the top [10 research areas](https://www.parkinsons.org.uk/research/research-priorities-improving-life) chosen by people with Parkinson's.

These awards may not be used to support training or education opportunities.

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| --- | --- |
| **Applicant details** | |
| **Applicant’s name** |  |
| **Institution** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting details** | | | | | | | |
| **Meeting name** |  | | | | | | |
| **Proposed date** |  | **Number of attendees** | | |  | | |
| **Location** |  | | | | | | |
| **How many rooms are required? (if meeting is to be held at Parkinson’s UK)** | | | | |  | | |
| **Will this meeting recur? If so, how often?** |  | | | | | | |
| **Meeting purpose (please include the relevance to Parkinson’s and anticipated outcomes, and whether the meeting is associated with Parkinson’s UK-funded research)** | | | | | | | |
|  | | | | | | | |
| **Has Parkinson’s UK funded a similar meeting in the past?** | | | | | | | |
|  | | | | | | | |
| **Are participants being charged a fee to attend?** | | | **Yes** |  | | **No** |  |
| **If yes, how much is the fee?** | | | £ | | | | |

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| **Breakdown of costs requested from Parkinson’s UK**  **(please see below for information on allowable costs)** | |
| **Travel** | £ |
| **Accommodation** | £ |
| **Subsistence** | £ |
| **Catering** | £ |
| **Other expenses (please specify)** | £ |
| **Total requested (up to £3000)** | £ |
| **Costs requested from other organisations** | |
| **What is the total amount of support requested from other organisations?** | £ |

Please note that an award for funding for one meeting does not guarantee funding for subsequent meetings. Separate applications must be made for each meeting in a series.

All awards are paid in arrears upon production of an itemised invoice from the applicant’s employing institution. Applications must be submitted at least three months in advance of the planned event.

Please return completed forms to [researchapplications@parkinsons.org.uk](mailto:researchapplications@parkinsons.org.uk)

## Allowable costs

#### Travel

* Flights and train travel must be at standard/economy class only.
* International fares must be indicated separately.

#### Accommodation

* Within London: up to £140 including VAT and service.
* Out of London: up to £90 including VAT and service.

**Subsistence**

* Breakfast: If not included with the hotel accommodation, up to £5.00 (including VAT and service).
* Lunch: Up to £7.50 (including VAT and service and non-alcoholic drinks). In some circumstances, however, a more substantial meal may be appropriate where the limit will be £10.00 (including VAT and service).
* Dinner: Up to £20.00 (including VAT and service and non-alcoholic drinks).