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

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

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| **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)** |
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| **Has Parkinson’s UK funded a similar meeting in the past?** |
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| **Breakdown of costs (please see below for information on allowable costs)** |
| **Travel** |  |
| **Accommodation** |  |
| **Subsistence** |  |
| **Catering** |  |
| **Other expenses (please specify)** |  |
| **Total requested (up to £3000)** |  |

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. Please return completed forms to 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).