



# INSTITUTE OF MEDICAL ETHICS

## Institutional Grant Guidelines for applicants

*Please ensure you complete the latest version of the application form which is the version on the IME website. Do not use older versions which you may have previously saved as these will differ.*

1. Institutional grants are made to benefit UK medical students by supporting meetings or other activities of which medical ethics is a substantial component. In view of COVID-19, virtual activities will also be considered for the award of a grant.
2. The main criterion for awarding grants will be that the activity promotes understanding of ethical issues related to health care.
3. We are particularly keen to support events that foster links between institutions and across disciplinary and professional divides.
4. Grants of up to £500 will be awarded. This may be exceeded in exceptional circumstances.  
**Please note:** We do not offer sponsorship. Any funding awarded will be in the form of an institutional grant only.
5. If the applicant is a student, the application must be made jointly with a member of staff.
6. Applications must include:
  - i) A completed application form.
  - ii) A statement outlining the activity
  - iii) A proposed programme of your conference/meeting/debate
7. We are able to consider funding basic refreshments (ie tea, coffee, soft drinks & biscuits). If you wish to include basic refreshments in your application, please supply a breakdown in your budget.
8. Applications can be made throughout the year. **Please note:** Applications should be submitted at least 30 working days before the event to ensure we have sufficient time for processing. Whilst we will endeavour to consider applications outside of this timescale, we are unable to guarantee acceptance. We aim to inform you of the outcome within 4 weeks of the application being received.
9. We are unable to accept handwritten applications.

10. Unless there is a valid reason, we would require that you make a recording of your virtual event available to a wider audience once it has taken place. As an option, the IME website is available for uploading recordings. Please email [contact@ime-uk.org](mailto:contact@ime-uk.org) to arrange this.

**Please note:** You will need to obtain written consent from your speakers before any material can be uploaded. By sending us your recording to be uploaded to the IME website, we will assume that you have obtained the necessary written consent from your speakers in advance.

11. **Only applications which strictly adhere to these guidelines will be considered.**
12. Please submit your application via the online submission form which can be found at:  
[ime-uk.org/grants-and-competitions/conference-grants/](http://ime-uk.org/grants-and-competitions/conference-grants/)  
*Note allowed file types: pdf, doc, docx, jpg, xls*
13. The Grants & Awards Committee may ask for further details or clarifications when considering your application. If this is the case, we will contact you via email.
14. If your application is successful you will receive the funds by electronic bank transfer. **We will email our logo for inclusion in your online and paper promotional materials and request that you acknowledge the IME's support by including the following: 'This meeting is funded by the Institute of Medical Ethics; please visit ime-uk.org for further information.'**

**We request that the logo is positioned only at the bottom of any promotional materials, whether virtual or paper, alongside any other logos associated with your event. Please note that neither the awardee nor the event organisers may use the name 'IME' or 'Institute of Medical Ethics' or its logos in any other manner without prior written approval of the IME. Please email [contact@ime-uk.org](mailto:contact@ime-uk.org) if you have any questions about this.**

15. A report of the meeting in no more than 750 words should be sent to the IME within 6 weeks of the meeting. **Please ensure that the report provides numbers of attendees.** Submit your report via the online submission form which can be found at:  
[ime-uk.org/grants-and-competitions/conference-grants/](http://ime-uk.org/grants-and-competitions/conference-grants/)  
*Note allowed file types: pdf, doc, docx, jpg, xls*
16. If you have any questions, please use the online submission form or [contact@ime-uk.org](mailto:contact@ime-uk.org) and we will respond asap.

**Last reviewed: August 2023  
Reviewed annually**