



# INSTITUTE OF MEDICAL ETHICS

## Conference Grant Guidelines for *Undergraduate* 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 Conference grants are awarded to UK medical undergraduates to support attendance at meetings or conferences of which medical ethics is a substantial and explicit component. Applications are reviewed by all members of the Grants & Awards Committee and are not competitive. In view of COVID-19, virtual activities will also be considered for the award of a grant. *Undergraduates must be registered for a medical degree at a UK institution (which will be the awarding body).*
- 2 Ordinarily, we cover travel from/to the UK only. In exceptional circumstances, the committee will consider covering travel from/to a country other than the UK.
- 3 The main criterion for awarding grants will be that the activity promotes understanding of ethical issues related to health care.
- 4 Presentation of a paper or poster on an ethics topic is desirable but not essential for those applying for conferences in the UK.

**If you are attending a conference outside of the UK, you must be presenting a paper or a poster to qualify for an IME grant. Applications will not be considered unless medical ethics is a substantial and explicit component of the topic being discussed/presented.**

*Please note: To be eligible for conference funding when you are not presenting, the conference will need to be focussed on ethics or have a demonstrably strong ethics component.*

*If you are presenting, the conference does not have to be ethics focussed, but the work you are presenting must be. It is important that you show how you have undertaken ethical analysis and/or are drawing ethical conclusions from your work. Work that looks at a topic relevant to ethics, but nonetheless does not undertake ethical analysis or draw conclusions focussed on ethics will normally not be eligible.*

***For conferences outside the UK, please submit evidence that your paper or poster has been accepted when submitting your application.***

- 5 We are unable to fund more than one person in full to present a single piece of work. If there is more than one presenter for a single piece of work, you may apply jointly and any award granted would be split between you and your co-presenter. However, if you have already been funded in full by the IME, we would be unable to later fund another person for the same presentation.
- 6 Our grant covers conference fees, travel and accommodation costs up to £400 UK, £600 Europe and £1,200 Rest of World.  
For train travel, to enable you to get the best value from your grant, we suggest that you avoid ticket sellers that charge a booking fee such as Trainline. There are several online ticket sellers that do not charge a fee eg Chiltern Railways and you may wish to consider using one of these instead.
- 7 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.
- 8 We are unable to accept handwritten applications.
- 9 **Please note that only applications which strictly adhere to these guidelines will be considered.**
- 10 It is usual for applicants to be awarded only one conference grant during a 12 month period. However, the committee will consider an additional application in exceptional circumstances. The applicant will be expected to justify their second or subsequent application eg the conference provides you with a unique academic opportunity, you have been invited to present a paper or poster etc.
- 11 If you are applying for a conference grant to present work for which you have previously received an IME conference grant, please justify this further application in the box provided on the application form.
- 12 Please have your application endorsed by the University.
- 13 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*

- 14 Conference reports: Successful candidates should submit a report to the IME within three weeks of the conference. The report should be based on the ethical aspects of the conference and outline what you have learned from attending. It should be no more than 1 side of A4 & in not less than font 11 point. 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/)

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**Please note: Failure to submit a report will result in your ineligibility to receive further IME funding.**

- 15 Applicants presenting a paper or poster will be sent a certificate on receipt of their report.
- 16 If you have any queries please contact us on 01925 967637 or [contact@ime-uk.org](mailto:contact@ime-uk.org)

**Last reviewed: August 2023  
Reviewed annually**