

# Institute of Medical Ethics Conference Grants

## Guidelines for *Undergraduate* Applicants

- 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.
- 2 The main criterion for awarding grants will be that the activity promotes understanding of ethical issues related to health care.
- 3 Presentation of a paper or poster on an ethics topic is desirable but not essential for those applying for conferences in the UK. ***Please note: 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.***

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

- 4 Our grant covers conference fees, travel and accommodation costs up to £200 UK, £300 Europe and £800 Rest of World.
- 5 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.
- 6 We are unable to accept handwritten applications.
- 7 **Please note that only applications which strictly adhere to these guidelines will be considered.**
- 8 It is usual for applicants to be awarded only one conference grant during a calendar year. 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.
- 9 Please have your application endorsed by the University.
- 10 Please send your application by email to [contact@instituteofmedicalethics.org](mailto:contact@instituteofmedicalethics.org) with copy to: [lorrainep@instituteofmedicalethics.org](mailto:lorrainep@instituteofmedicalethics.org). ***Please note: Once we have***

***received your application, we will send you a confirmation email – if you do not receive a confirmation email within one week, please telephone us on 01925 299733 to check your application has been received.***

- 11 Successful candidates should send their report to the IME by email within three weeks of the conference together with receipts for the conference fee and travel. The report should be based on the ethical aspects of the conference.
- 12 Applicants presenting a paper or poster will be sent a certificate on receipt of their report.
- 13 If you have any queries please contact us on 01925 299733 or [contact@instituteofmedicalethics.org](mailto:contact@instituteofmedicalethics.org)

**Last reviewed: September 2018**

**Guidelines will be reviewed annually**