

# Conference Awards

## Frequently Asked Questions

### **Is there a deadline date to submit my grant application?**

Applications may be submitted on a rolling basis. Our Research Review Panel (RRP) reviews applications for our Conference Awards 5-6 times a year.

Applicants should check the [latest submission deadlines on our website](#) for the next RRP meeting, to ensure that their application is considered for funding with sufficient time to receive an outcome ahead of their selected conference.

### **I have a Conference/Travel Award application that I want to submit to another funder besides APF. Is this allowed?**

Yes, but you must declare it on the application form and advise us immediately of the result(s).

If we decide to award a grant and you wish to accept, we may opt to part fund your application based on the value of the financial support received from other sources. You should check the funder terms and conditions to determine if they permit co-funding.

### **Why do I need to provide a plain English summary of my accepted abstract?**

All our applications for funding require submission of a scientific abstract and a plain English summary.

The plain English summary should provide a stand-alone overview of the research. It is important that expert reviewers, specifically our RRP members with lived experience, can understand the research the first time they read this summary. A well-written plain English summary also helps us to inform the PF community about the types of research that we fund and support. It will also help you to explain your research to wider audiences.

To achieve this the research should be described in clear, easy-to-read terms, with as little jargon as possible, and written in a tone which is appropriate for public and non-expert audiences.

We encourage you to ask someone who knows little about your research - a patient, caregiver, parent or friend even - to read your plain English summary and provide you with honest feedback before you submit your application.

### **Does my application have to be submitted using the online application form?**

Yes, but we will make reasonable adjustments for any applicants that require assistance to submit an application.

Please contact us with fair notice at [research@actionpf.org](mailto:research@actionpf.org) should you require reasonable adjustments.

**Can I apply if I have previously received a Conference Award from APF?**

Yes, however we will prioritise funding of applicants that have not received funding from us within the past 12 months.

We will only consider funding where accepted abstracts that have not been presented at another conference; and the accepted abstract presents novel findings or substantially expanded findings to previously presented or published work.

**Will applying for additional financial support affect my chances of being awarded funding?**

No, our expert reviewers will not receive details of the estimated budget during the application review process.

Budget information is requested strictly for administrative purposes. The award of any financial support, in addition to the value of the stated Conference Award (e.g. £500 within UK), is at the discretion of the Research team.

All applications are recommended for funding based on their merit. We would like to support all applications recommended for funding; however, the availability of funds will determine the number of applications that are awarded.

**I am chest-feeding, can I apply for additional financial support to bring my child (and a caregiver) with me to the conference?**

Yes, chest-feeding parents can apply for additional financial support if this presents a barrier to attending the selected conference.

**If I include 'Other' costs, as a person facing barriers to attend a conference, will I be asked for further information to support my application?**

If you are successfully in your application, we may ask you to clarify the nature of the expense e.g. return flight for caregiver, BSL interpreter day rate, etc. We will not ask you to provide us with any further personal information or for any information about a disability or long-term health condition.

Your Award Letter will detail the value (up to £2,000) of any additional financial contribution towards conference attendance.

It is a condition of the grant, that recipients provide us with receipts/proof of purchase for all expenses claimed. Any advance expense payments made prior to the conference must be repaid if you do not attend the conference for any reason.

You can contact us at [research@actionpf.org](mailto:research@actionpf.org) should you have any queries about eligible costs.

**Diversity and Inclusion Survey**

All applicants will receive an invitation, via email, to complete a Diversity and Inclusion Survey upon submitting their application.

### Why should I tell you about myself?

You may often be asked to provide personal details about your ethnicity, sexuality, and disability status – but why is collecting this data important?

Here at APF, we have not previously asked researchers that apply for funding, or who receive funding from us, to provide this information. This data would allow us to better understand who is, and who isn't, applying for our grants. We will look at trends, not individuals.

### Why do we want this information?

We want to support a more diverse and inclusive research community with our funding opportunities, as well as the panels that inform our funding decisions. We want to use data, not assumptions, to develop and implement strategies that remove barriers to research funding for the underserved, in an organised effort to make our funding more accessible and inclusive.

### Aren't these questions asking me to label myself?

It might feel uncomfortable or against the spirit of inclusion; however, people's ethnicity, gender, and other characteristics, can affect how they are treated by other people and impact their experience of applying for or being awarded funding. Diversity data can help to highlight differences and enable us to make positive changes to address any areas of inequality.

### I am 'white'/'straight'/'default' so you don't need my data.

We need a complete picture of diversity data to accurately understand who is served by our research funding programmes.

Providing this data is optional and anonymous, will not be seen by expert reviewers, and has no bearing on your application for funding. Any information you chose to share is extremely useful, no matter your answers.

If you have any questions or concerns, please contact us at [involvement@actionpf.org](mailto:involvement@actionpf.org)

- **What is your ethnic group?**

We know that the questions and options used here do not fully describe a person's journey, background or experience with racism.

We hope that by offering a combination of multiple-choice checkboxes and free-text boxes that you will be able to share a fuller description of your identity. This will enable us to better understand how nationality, ethnicity and race create different experiences for applicants.

- **Do you consider yourself to be a disabled person?**

You do not need to have a condition that aligns with the [Equality Act definition of disability](#) to self-identify as a disabled person. In a similar vein, not everyone who meets the Equality Act definition of disability considers themselves to be disabled.

Whether or not you identify as being a disabled person is a personal choice, influenced by various factors.

- Do you have any caring responsibilities?

You may tick all responses that apply, acknowledging that you might have multiple caring responsibilities and that these responsibilities might not occur on a regular or daily basis.

- What is meant by 'primary carer'?

A primary carer is defined as an individual who plays a substantial role in the care for another person, who may or may not have multiple primary carers. Primary thus describes the level of responsibility to care for another person, rather than being the sole carer for that person.