



Vic Simpson Travel Grant guidelines

The Vic Simpson Conference Attendance Fund was initiated and made possible thanks to a generous donation by Dr. Vic Simpson in 2017, who also defined the purpose and guidelines for the attribution of corresponding grant(s). The fund and grant were called after his name after he sadly passed away early August 2018.

PURPOSE

The purpose of the Fund is to encourage EWDA members of limited financial means to attend EWDA conferences by attributing travel grants to selected applicants. The Fund is not intended for students (neither undergraduate nor postgraduate) because separate funding schemes are available for them.

GUIDELINES

- Applications are submitted to the EWDA Secretary, with all documents merged as a single file, and are evaluated by the EWDA Small Grants Committee (SGC).
- Eligibility for the Vic Simpson Travel Grant: When the SGC members are evaluating grant applications, priority should be given to people who:
 - have been an EWDA member for a minimum of 12 months prior to submitting their application;
 - are largely, or solely, self-financed;
 - wish to give a presentation, oral or poster.
- An attendance grant is intended to cover the conference registration fee and reasonable travel expenses. It is not intended to cover all the applicant's conference expenses, such as accommodation or meals. The requested amount must not exceed 1'000 Euros per applicant.
- It is recommended that a limited number of attendance grants are offered per conference. The actual number allocated would be at the discretion of the EWDA SGC but a maximum of three is suggested.
- People who have previously received a grant are not debarred from applying again but priority should be given to new applicants.
- Applications for attendance grants by wildlife ecologists or researchers in other allied natural sciences should be encouraged, provided they aim to present data on a wildlife-health related topics.
- The Fund should remain open to financial contributions by third parties in the future.
- Application deadline is four months before the early bird registration deadline set by the conference organizers (original deadline, prolongations excluded).

MECHANICS

Role of EWDA Small Grants Committee:

1. This committee comprises a broad representation of EWDA members (7-9 EWDA members from various countries and fields of expertise) and manages the EWDA Small



- Grants Programme. Members of the EWDA SGC serve a term of 2-4 years and forfeit their ability to compete for funding by EWDA while they are Committee members.
2. A reminder of the existence of the Fund will be sent to EWDA members at the latest in December of alternate years (i.e. those years when no EWDA conference is taking place). The call will be spread to the membership through the EWDA Newsletter, by email, and through a posting on the EWDA website.
 3. Following the application deadline (e.g., four months before the early bird registration deadline set by the conference organizers), all SGC members will have four weeks to review and evaluate the applications and report results and comments to the SGC chair. Prior to circulating the applications, or during the review/ranking process, the Committee chair may contact applicants to seek clarification. The Committee members may meet by phone or other electronic means to discuss the ranked applications.
 4. The Committee chair will summarize the outcome of the evaluation, ranking of the applications, and report rankings and recommendations to the Committee members for timely comment/approval. It is the responsibility of the chair to set up an appropriate schedule between the deadline for application outcome and the deadline for early bird registration (see "calendar timeline" below).
 5. Committee recommendations will be reported by the Committee chair in form of a single report to be sent to the EWDA Secretary in time for ratification by the Board before early bird registration deadline of the upcoming EWDA conference (see "calendar timeline" below).
 6. If a member of the SGC determines that he/she has a conflict of interest for one of the applications under evaluation, he/she will remove himself/herself from the review process for that specific application. An example of a conflict of interest would be an application from someone in a close professional or personal relationship.
 7. The application review process is considered confidential. Any communication pertaining to the process should be directed through the EWDA SGC chair. This includes communication to applicants, or communication with the EWDA Board (via the Vice Chair) involving submitted applications or their ranking.
 8. After EWDA Board ratification of the SGC recommendations, the SGC chair will be responsible for timely notification (i.e., before early bird registration ends (see "calendar timeline" below) to applicants of successful and unsuccessful applications. This communication may include anonymised and summarised Committee comments for both successful and unsuccessful applications. Notification to submitters will occur within 2 weeks of the Board ratification.
 9. The successful applications will be forwarded to the EWDA Treasurer for grant expenditures to be entered into the Fund budget, and arrangements to be made for funds to be dispersed to successful applicants before the end of the early bird registration.

Role of EWDA Board:

- The EWDA Secretary sends calls for application, collects the submitted applications, and forwards them to the SGC chair.
- The EWDA Secretary keeps a file of previous recipients up to date and forwards it to the SGC chair at the same time as the applications.



- The EWDA Secretary notifies the SGC chair of the deadline for submitting application selection for timely information of EWDA Board by email. It is the responsibility of the SGC chair to keep an eye on the requested deadlines according to the conference deadlines as stated above.
- The EWDA Board reviews the funding amount forwarded by the SGC chair for the upcoming EWDA conference.
- The EWDA Board ratifies application rankings submitted by the SGC. Should a disagreement arise, concerns will be discussed by executive Board members and the SGC to reach a general agreement.

Announcement of selected proposals:

After EWDA Board ratification of selected applications, the SGC chair will send a response to all applicants (see above).

CALENDAR TIMELINE:

- Applicants must have an answer at least 4 weeks before the deadline for early bird registration and the proposed calendar timeline may be adapted as appropriate.
- Reminder of the existence of the Fund in the winter EWDA Newsletter preceding a conference year. Guidelines are available from the EWDA website.
- Deadline for applications: four months before the early bird registration deadline set by the conference organizers (generally between end of January and end of February).
- Four weeks later (generally between end of February and end of March): SGC completes application evaluation, submitting their comments to the Committee chair.
- Two weeks later (generally between mid February and mid March): Chair summarizes outcomes, and reports back to Committee members with recommended action for discussion/ratification.
- Two weeks later (generally between end of February and end of March): Committee recommendations, and comments or briefing notes if any, are forwarded by the SGC chair to the EWDA Secretary for information of the EWDA Board by email.
- Two weeks later (generally between mid March and mid April): Committee recommendations are ratified by the EWDA Board and all applicants are notified by the SGC chair.
- Two weeks later (generally between end of end of March and end of April), i.e., several weeks before the deadline for early bird registration: funds disbursed.