You have been awarded a grant — What should you do next?

IMPORTANT NOTE BEFORE SENDING YOUR REIMBURSEMENT REQUESTS

IAVS aims to support as many applicants as possible. For that reason, we kindly ask you to not apply for the travel award unless you need these funds. Also, if you manage to solicit funding from other sources (other foundations, institutional money, grant project) and you do not need the travel award (or a part of it) anymore, please inform the chair of GSC about this situation as soon as possible.

Double reimbursement of the same cost from different sources is considered unethical behaviour and will be investigated by the Ethical Committee of IAVS, with possible consequences for the awardee. For example:

- If the Poster or Oral Presentation Award winner is also granted travel support, the winner shall receive the full presentation award (1.000€), and the travel support granted can be only used as a top up to cover the travel expenses.
- If an IAVS member is nominated by the WG Chair to represent the working group at the symposium, s/he can also apply for travel support, but needs to clearly state in the motivation letter that s/he will obtain also a given amount of money from honorarium, and the travel support will be used only to top up additional travel expenses.

Kindly note that IAVS will cover your conference registration fees. You will receive further instructions on how to register using your grant either from the organising team or the IAVS Secretariat.

Process

After the event, please send the complete reimbursement form, together with copies of all your receipts to the IAVS Secretariat (admin@iavs.org).

You can DOWNLOAD a copy of the reimbursement form here. We kindly ask you to complete it (you can do it on your laptop or fill it out by hand) and email it as described above. Please ensure that all the information provided is accurate and that the form is duly signed.

We will add you to our payment system, called Bill.com. Once added, you will receive a personal invitation from Bill.com, inviting you to enter your bank details yourself via a secure link. This method saves us time and makes sure the payment is headed to the right place.

IMPORTANT NOTE AFTER ATTENDING THE EVENT

Travel grants cover the following expenses: travel expenses and accommodation. Travel grants should not be used to cover meals or per diem.

The currency rate used for the reimbursements will be the rate on the date when you signed the reimbursement form.

Please note that it usually takes 2 to 3 weeks for the reimbursements to be processed after receipt of the reimbursement form and corresponding receipts.