L O N D O N M A T H E M A T I C A L S O C I E T Y

# Financial Support for the LMS Research Schools on Knowledge Exchange

**Important Notes**

**Before Completing the Form:**

* Please ensure that you have complied with the rules on our website and read the notes below.
* Applications for a grant to support an LMS Research School on Knowledge Exchange should be made by one of the organisers.
* Enquiries should be addressed to Research.Schools@lms.ac.uk.

**General Guidelines:**

* Applicants must comply with the Society’s policy on Women in Mathematics and expectations of those seeking grants: <https://www.lms.ac.uk/sites/lms.ac.uk/files/files/Council%20Statment%20on%20Women%20in%20Mathematics.pdf>
* Academic and financial reports will be required.

**Assessment Checklist:**

Applicants may like to note the following checklist used by the Committee when assessing applications:

* Mathematical quality of the event.
* A good balance of different areas of mathematics represented at the event.
* A good balance of speakers from different institutions.
* A representative gender balance of speakers.
* An indication of catering and accommodation arrangements.
* Sufficient time available for publicity of the event.

**Completing the Form:**

* Please do not amend the structure of the form.
* Applications should be set out clearly, and preferably typed.
* Applications should be self-contained; please do not append documents or refer to websites.
* The application should include the name, gender, institution, and area of expertise of the speakers.
* If the applicant is not a member of the London Mathematical Society then the application must be countersigned by a member who is prepared to support the application.

**Programme Outline:**

* Please give an outline of the proposed programme for the event.

**Expenditure**:

* The maximum award shown on the website is the upper limit. Grants are made to meet actual expenditure on items in the application.
* The grant is not intended to cover the cost of secretarial help or publicity.
* The grant may not be used to cover room hire.
* Any surplus grant must be returned to the Society as soon as possible and may not be used for other purposes.

**Application Checklist:**

* Applications must be signed and, if applicable, countersigned by an LMS member.
* Applications should be sent in digital copy to Research.Schools@lms.ac.uk.

Applications will be acknowledged by email.

L O N D O N M A T H E M A T I C A L S O C I E T Y

Financial Support for LMS Research School on Knowledge Exchange

 Application Form

This version is dated 2023. Before completing this application, please refer to the notes at the beginning of the form.

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| **1 DETAILS OF APPLICANT** |
| **Name:** (Please include title) |  |
| **Institution Address:** |  |
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|  |
| Email address: |  |
| Telephone number: |  |
|  |
| **2. DETAILS OF PROPOSED LMS RESEARCH SCHOOL ON KNOWLEDGE EXCHANGE.** |
| **a. Venue:** |  |
| **b. Dates:** |  |
| c. Invited speakers |
| This should include their name, their gender, their institution and lecture course topic or area of expertise. Please indicate any of the listed speakers who have provisionally accepted an invitation. The Society expects that the organisers of conferences who are seeking grants from the Society will: invite both male and female speakers. Failure to comply with this policy is a common cause of rejection. The full statement of the Society’s policy on Women in Mathematics is available at: <https://www.lms.ac.uk/sites/lms.ac.uk/files/files/Council%20Statment%20on%20Women%20in%20Mathematics.pdf> *Data on gender is collected to help the Committee to reflect on the fairness of its practices.*1. Main lecture courses.
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| **Name**  | **Institution**  | **Lecture Course Topic**  | **Accepted?**  | **Gender** |
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(ii) Plenary talks.

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| --- | --- | --- | --- | --- |
| **Name**  | **Institution**  | **Expertise**  | **Accepted?**  | **Gender** |
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| **d) Programme Outline** |
| **(i) A preliminary programme of academic and social activities giving day-by-day details of planned events over the five days of the LMS Research School on Knowledge Exchange.** |
| **(ii) Preliminary plans for accommodation and subsistence.** |
| **e) Academic Justification** |
|  |
| **3. FINANCIAL STATEMENT** A detailed breakdown of the **TOTAL** estimated expenditure together with information of expected income from registration fees, and grants received or applied for, should be given below. |
| **EXPENDITURE** |
| **a. Travel for lecturers:** |

|  |  |
| --- | --- |
|  | **Amount £** |
|  |  |
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|  |  |
|  |  |
| **Total** | **£** |

|  |  |
| --- | --- |
| **b. Subsistence for lecturers:** | **Amount £** |
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|  |  |
|  |  |
| **Total** | **£** |
| **c. Accommodation for participants:** | **Amount £** |
|  |  |
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|  |  |
|  |  |
|  |  |
| **Total** | **£** |
| **d. Subsistence for participants:** |

|  |  |
| --- | --- |
|  | **Amount £** |
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|  |  |
| **Total** | **£** |

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| **e. Publicity and hire of lecture/seminar rooms:** Early Career Research Committee will not meet commercial rates for room hire. Please note these costs should be met by the host department. |
|  | **Amount £** |
|  |  |
|  |  |
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|  |  |
| --- | --- |
| **Total** | **£** |

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| f. Secretarial support at host institution:Please note these costs should be met by the host department. |
|  | **Amount £** |
|  |  |
|  |  |
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| **Total** | **£** |

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| **g. Social events:** |
|  | **Amount £** |
|  |  |
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| --- | --- |
| **Total** | **£** |

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| **h. Other costs not listed above:** |
|  | **Amount £** |
|  |  |
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| --- | --- |
| **Total** | **£** |
| **Total Expenditure £** |  |

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| **INCOME** |
| **i. Contribution from other sources received (please give the name of the source):***NB If the host department has offered no charge for room hire and/or secretarial help as contribution in kind, please mention it.*  |
|  | **Amount £** |
|  |  |
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|  |  |
| **Total** | **£** |
| **j. Contributions from other sources pending (please give the name of the source):** |
|  | **Amount applied for £** |
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| --- | --- |
| **Total** | £ |

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| **4. APPLICATION**Please indicate the purpose for which the grant is required (.e.g. fare for speakers, subsistence for lecturers, travel grants for participants, accommodation for participants, catering etc).**Please note the maximum award is £15,000.** |
|  | **Amount applied for £** |
| a. Fares for lecturers |  |
| b. Subsistence for lecturers |  |
| c. Accommodation for participants |  |
| d. Subsistence for participants |  |
| g. Social events |  |
| h. Other costs. |  |
|  |  |
| **Total Grant applied for**  | **£** |
| Contribution from registration fees (£150 for Research Students and £250 for Early Career Researchers) |  |
| i. Contribution from other sources received |  |
| j. Contributions from other sources pending |  |

|  |  |
| --- | --- |
| **Total Income** | **£** |

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| **I wish to claim the grant in the financial year starting 1 August 20\_\_\_\_\_**Grants must be claimed in a specified financial year from 1 August to 31 July. Please state in which year you intend to claim the grant, bearing in mind that grants should normally be claimed not earlier than 3 months before, and not later than 3 months after, the event for which the grant is made. **I have read and understood the terms and conditions in the**[**Guidelines for Organisers**](file:///%5C%5Clondonmathematicalsociety%5CShared%5C1%20-%20Society%20Business%5CEarly%20Career%20Research%20Committee%5C2%20-%20Postgraduate%20Activities%5C2%20-%20LMS%20KE%20Research%20Schools%5CTemplates%5C3.%20LMS%20Research%20Schools%20Notes%20for%20Organisers%20-%20Practical%20Information%20%2820XX%20updated%29%20Final.doc)**.**  |
| Signed |  | Date  |  |
| If the applicant is not a member of the London Mathematical Society, then this application form should be signed by a member who is prepared to support the application. |
| Name of member |  | Signed |  | Date |  |

Please return this form in digital copy to Research.Schools@lms.ac.uk