

Applying for funding for courses and conferences

Send us an email on the TrainMALTA email address describing briefly the course/conference funding is being requested for. Please state how this is related to the scope of the TrainMALTA projects, and give the reasons why you would like to attend.

In case of conference attendance, priority will be given to those presenting work.

To be eligible for funding, applicants will need to sign a 'Participant's Grant Agreement'.

The TrainMalta Participants Grant Agreement gives eligible participants who have been awarded the Grant the possibility to attend training courses or conferences.

The recipient must:

- Be affiliated with the University of Malta – TrainMalta Lead Partner Institution
- Provide appropriate documentation proving affiliation
- In case of training courses, attend the full length of the course
- Prepare a report summarising what was learnt during the course/conference
- Provide copies of all course materials and course notes
- Give a seminar on the course/conference content within a year of the course. (The seminar can form part of a lecture series, so the time will depend on available time-slots)
- Be available to assist others who might want to try out the techniques learnt during the course as long as the recipient is affiliated with the university
- Be in possession of a valid European Health Insurance Card and must take out a travel insurance which is valid for the country and the entire duration of the placement. Student shall furthermore be in possession of a civil liability insurance that also covers third party liability.

Before proceeding with booking, wait till you receive official go ahead from the TrainMALTA project team and then register for the course/conference.

- If bursaries are offered, apply for a bursary and wait for the adjudication results.
- For conference attendance, submit an abstract and wait for a reply regarding abstract acceptance.

Once a reply has been received regarding bursaries or abstract acceptance, send copies of the acceptance letters to the TrainMALTA email and proceed with booking as follows:

- Registration fees can be settled in one of 2 ways
 - i. Pay the (remaining) fees using your person credit card and apply for a reimbursement. You will need to present a copy of your bank statement and a copy of the receipt from the relevant organising body
 - ii. Contact us so we can guide you on how to apply for payment via the relevant University procedures
- Flights should be booked via the University's travel office. We will make the necessary arrangements; provide us with
 - i. The conference or course programme
 - ii. The dates on which you prefer to travel
 - iii. The airport you would like to travel to
 - iv. Your date of birth

Please note that you will need to take out travel insurance yourself

- Accommodation and other travel will be covered by subsistence allowance at the standard University rate unless accommodation and meals are included with the registration fee. In this case, travel costs will be reimbursed upon presentation of receipts

Please keep and submit the following:

- Original boarding passes (especially if it is a stub and not electronic)
- Original receipts and counterfoils for trains and other transportation (e.g. Taxis)
- Original receipts of conference/course registration if this is paid by attendee
- Original receipt for accommodation if this is not included in the registration fee
- Original receipts for meals over and above those covered by the registration fee
- Copy of the certificate of attendance