**Application for ‘workshop’ funding from the UK Veterinary Vaccinology Network**

**PRIVACY NOTICE**

**We are committed to protecting and respecting your privacy. Please read our privacy notice at the end of this Application Form (and also found on the UK VVN** [**http://www.vetvaccnet.ac.uk/privacy-policy**](http://www.vetvaccnet.ac.uk/privacy-policy) **and IVVN website:** [**https://www.intvetvaccnet.co.uk/privacy-statement**](https://www.intvetvaccnet.co.uk/privacy-statement)**) which sets out the basis on which any personal data we collect from you and that you provide to us will be processed by us.**

Please complete each section. Please note that the number of words indicated for each section provide guidance for the level of detail required and is not a strict limit.

Applicants must be members of the UKVVN and IVVN – membership is free and registration can be found on our websites:

<http://www.vetvaccnet.ac.uk/scientists>

<https://www.intvetvaccnet.co.uk/scientists>.

Please note details of successful workshop applications will published on the UK VVN & IVVN websites.

*Guidance: No word limits are used in this form – the number of words indicated for each section provide a guideline for the level of detail required. Please note excessive text will unlikely promote your application.*

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| **1. Workshop Title** (20 words) |
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| **2. Proposed date(s), location, anticipated number of attendees & names of attendees (if known)** |
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| **3. Participating Network Members** | |
| **Hosting Network Member** | |
| Name |  |
| Job title |  |
| Department & Research Organisation |  |
| Email |  |
| Telephone |  |
| Scientific area of expertise (100 words) | |
| **Supporting Network Member (please copy and paste for additional supporting members as necessary)** | |
| Name |  |
| Job title |  |
| Department & Research Organisation |  |
| Email |  |
| Telephone |  |
| Scientific area of expertise (100 words) | |

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| **4. Scientific concept of workshop – background, relevance and timeliness of workshop topic with respect to members of the UK Veterinary Vaccinology Network, invited attendees, and expected outcomes of workshop (500 words)** |
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| **5.1 Requested Resources and justification (please add other rows if required)** |
| **Host costs (venue hire, catering, materials etc.) (maximum of £3000)** |
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| **Bursaries for attendees (£150 per bursary, maximum of 10 bursaries)** |
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| **Other £1500.00** |
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| **5.2 Justification** - please provide a detailed justification of the costs you are requesting (300 words) |
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| **6. The research organisation hosting the workshop has provided confirmation of support** | |
| **Research Organisation** | **Letter of support attached (please tick to confirm)** |
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| **7. Signature** – please sign and date this form before submission |
| Name in capitals:  Signature:  Date: |

Following the workshop (within 2 months) it is a requirement that the UK VVN is provided with a full written workshop & poster/bursary attendees report including copies of Presentations/posters/abstract which will be made publically available via the VVN Website. To include Attendees names (subject to data protection GDPR approval to share their information having been gained) numbers, what has been gained from holding the workshop and what future plans came from it.