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# LABORATORY VISIT GRANT: OVERVIEW AND APPLICATION PROCEDURE

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Clinical Movement Analysis Society UK & Ireland (CMAS)

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VERSION 2

## Overview

CMAS offers a number of annual travel grants to support observation, learning and collaboration between CMAS laboratories in addition to European and international gait community colleagues. CMAS welcomes all types of interaction including observation of novel techniques and research collaboration. The following is an outline of the grant, the application, awarding and follow-up procedure

## Number and value of grants

- Up to three grants of a maximum value of £1000 are awarded annually at the CMAS AGM. The total number of grants will be dictated by the CMAS committee and subject to available funds.

## Conditions

- Applicants must be current CMAS members
- The maximum value of the grant will be £1000
- Eligible expenses include travel, accommodation, and daily living requirements during the stay
- Proposals for visits to other CMAS labs, European labs and international labs are welcomed. Applicants can part self-fund should the cost of the visit exceed £1000 (e.g. visits to Australian or US labs).
- **There is no minimum duration or costs on this grant**

## Pre-application procedure:

- Contact the gait lab that you are interested in visiting/collaborating with and ask whether and when a visit can be arranged.
- Work out the goals and contents of the visit together with the hosting lab.
- Details of the visit are up to the applicant and host to arrange.

## Application procedure:

- Applications can be submitted throughout the year with a deadline of 1 month prior to the CMAS AGM.
- Awards will be announced at the CMAS AGM.
- Applications can be submitted to [lvg@cmasuki.org](mailto:lvg@cmasuki.org)
- Provide a brief statement (max 3 pages) outlining why you wish to avail of a CMAS LVG, the benefit to you, your lab, the host lab and CMAS. Include a plan of the visit and a detailed costing of the visit (max £1000)
- Provide a CV
- Provide an agreement/invitation letter from a senior researcher/manager at the host laboratory
- Provide a letter of support from your own manager

## Selection procedure:

- A three-member CMAS LVG committee will be formed from the CMAS membership. Each committee will have a term of 1 year with all members replaced on an annual basis.
- The committee will select up to three successful applicants for the grant using a pre-defined scoring matrix to include benefits to applicant, applicant lab, host lab and CMAS. The total number of available grants will be advised by the CMAS Treasurer via the CMAS Committee.
- Conflicts of interest must be declared and, where necessary, the relevant committee member should not be involved in discussions relating to that specific applicant.
- The committee will meet in advance of the CMAS AGM to select the successful applicants
- All successful applicants will be informed of their selection at the CMAS AGM.

## Post-award procedure:

- The award value will be transferred to the grantee to enable booking of flights, accommodation etc. by the CMAS Treasurer.
- Grantees are required to submit receipts for all expenses to the CMAS LVG committee organiser.
- The grantee(s) are required to:
  - Provide a summary/abstract of their visit and two pictures that will appear on the CMAS website/social media channels.
  - Give a 5 minute presentation about their research visit at the first subsequent CMAS AGM.