BRITISH ORNITHOLOGISTS' UNION
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The BOU is a Registered Charity: 249877 (England and Wales), SC044850 (Scotland)

MEMBER CONFERENCE ATTENDANCE GRANT
GUIDELINES

ABOUT THE BOU

The BOU is an international charitable society whose aim is to promote ornithological science across the international scientific community, support the individuals who contribute to that science, and grow understanding of that science among a wider community. The provision of grants to promote the dissemination of ornithological research is a small part of how we achieve our aims. To see how we further achieve our aims visit our website at bou.org.uk.

The aim of this scheme is to enable BOU members to attend continental/regional and global ornithology conferences, including BOU conferences, to present their work. This includes oral presentations, research posters or delivering a workshop. Applicants are encouraged to use low-carbon travel to in-person events, where possible.

Please read these guidelines carefully. They contain important information relating to your application for funding and not following these guidelines may jeopardise your application.

Please email your completed application form to grants@bou.org.uk by **8 January 2027**.

When completing your application, please carefully note the following:

1. Qualifying events

We invite applications from BOU members attending and presenting at any ornithology conference, including national, regional and global events, where ornithology is the primary focus of the conference.

In previous years, we have provided a list of eligible conferences; applications are no longer restricted to a list of eligible conferences.

2. Who can apply?

Applications are only accepted from BOU members who are presenting their work at an ornithology conference, where ornithology is the primary focus of the conference. This includes oral presentations, research posters or delivering a workshop.

Important note: if you have received any funding from the BOU previously and failed to provide the required report(s) relating to that award, this will render this application void.

3. What we fund and size of awards

We recognise the need to promote low carbon attendance but not at the expense of excluding members who do not have such options.

We fund the following:

- Low carbon travel to in-person events;
- Air travel to in-person events only when no low carbon or remote attendance options are available;
- Accommodation and subsistence costs;
- Conference registration fees.

Three awards are available:

i. Intra-continental attendance
For those attending an event within the continent/region they are based, an award of up to £300 is available.

ii. Inter-continental events
For those attending an event outside the continent/region they are based, an award of up to £800 is available.

iii. Remote attendance
For those attending an event remotely, an award of up to £250 is available.

4. Timing of applications

There will be two annual calls for applications, in April-May and Nov-Dec, to support events taking place throughout the year.

The deadline for the current application round is **8 January 2027**.

5. Submitting your application

Use the application form provided and submit this as a Word document (not PDF) to grants@bou.org.uk.

Your application must be accompanied by one reference (see below).

The BOU will acknowledge (by email) receipt of your application.

6. Reference

You need a reference for your application. A good referee is someone who knows you or, for students, their project supervisor, and this person will be expected to submit a reference at the same time as your application.

This must be submitted by email to the BOU Office (grants@bou.org.uk) by 8 January 2027.

On the application form you are asked to provide the name, address, telephone number and email address of your referee which we will match against the incoming reference for your application. Please note that we will not chase referees; it is the applicant's responsibility to ensure their referee submits a supporting reference in time for their application to be considered.

7. BOU Mission Statement

Applicants should note the BOU's aims and mission statement:

The British Ornithologists' Union will promote ornithological science across the international scientific community, support the individuals who contribute to that science, and grow understanding of that science among a wider community.

The BOU mission will be achieved by the following means:

- Publishing IBIS as a leading international journal of ornithological science.
- Organising a programme of meetings and conferences.
- Awarding grants and bursaries for ornithological research.
- Encouraging liaison between those actively engaged in ornithological research.
- Providing a representative body of the scientific community, able to provide ornithological information and advice to government and other policy makers.
- Maintaining and publishing the official list of birds recorded in Britain - The British List.

8. BOU Ethical Policy

The British Ornithologists' Union is committed to upholding the highest scientific standards, and it requires that all who engage with it in its activities, who publish papers in IBIS or who benefit from its financial support also uphold such standards.

In particular:

1 Scientific integrity
Results should be reported honestly and openly, and data which does not support a hypothesis should not be suppressed or ignored.

2 Due acknowledgement
All who contribute and all sources or references should be adequately acknowledged. It is recognised that material derived from citizen science surveys, long term institutional studies or similar may make individual acknowledgement impractical, but the organisation or group responsible should be acknowledged. Permission should be obtained to use data gathered by others where it has not already been made available for public access by the authors or compilers, and plagiarism will not be tolerated.

3 Mitigating any adverse impact
The BOU expects authors and applicants to have proper regard for conservation considerations and best practice in work with wild or captive animals. Attention is drawn to the 'Guidelines for the Use of Animals in Research' published regularly in the

journal Animal Behaviour (*Animal Behaviour* 2006, 21:245-253) and the specific guidance provided by ASAB/ABS for submissions to Animal Behaviour. In particular authors should consider the potential impacts of disturbance, trapping, and manipulations such as marking or tagging on their study animals and provide details in the paper or grant application of how these aspects have been or will be dealt with. Papers will not be accepted, nor grants and bursaries awarded if they are based on or relate to work involving cruelty to animals or if the work may or may have put at risk endangered populations, species or habitats.

The BOU is not opposed in principle to the 'taking' of specimens from the wild for scientific purposes but would expect that only in exceptional circumstances is such an approach adopted. Authors and applicants are referred to the guidelines on collecting of specimens from the wild proposed by Collar (*Bird Conservation International* 2000, 10: 1-15).

All collection activity should be carried out with discretion, and after consultation with any relevant local authority, landowner or other groups or individuals whose legitimate interests may be affected, even if no formal licence or permission is required to comply with principle 4 below.

Authors and applicants should adhere to the guidance published by the Economic and Social Research Council, *ESRC Framework for Research Ethics* where any research involves the participation of individuals outside the relevant research team or institution, data relating to such individuals, or may have an impact on such individuals, and where appropriate undertake an ethical review of their project in accordance with such guidance, providing a copy or summary of such review to the BOU if requested.

4 Legal compliance

The BOU expects all authors of papers submitted to IBIS and applicants for awards, grants and bursaries to act within the standards and procedures laid down by UK legislation or equivalent legislation in the country where the work is conducted. They must ensure they have the necessary licences and permits for the activities described in the paper or grant application. Where work is carried out in places lacking legislation or where this is not adequately administered, the work should conform to the ethical standards expected in the UK.

5 Conflicts of interest

Any interest or relationship, financial or otherwise, that might be perceived as influencing an author's or applicant's objectivity is considered a potential source of conflict of interest. These must be disclosed when directly relevant or indirectly related to the work that the authors describe in their manuscript or which is the subject matter of an application for funding. Potential sources of conflict of interest include but are not limited to patent or stock ownership, membership of a company board of directors, membership of an advisory board or committee for a company, institute or organisation and consultancy for or receipt of fees or sponsorship from a company, institute or organisation. The existence of a conflict of interest does not necessarily preclude publication in IBIS, or the awarding of a grant.

It is the responsibility of the corresponding author submitting a paper to IBIS to review this policy with all authors and to collectively list in the covering letter to the Editor, in

the manuscript (under the Acknowledgment section), and in the online submission system ALL pertinent commercial and other relationships. As part of the submission process, corresponding authors will be asked to confirm whether or not a conflict of interest exists.

The BOU reserves the right not to publish any comment or response to any submitted or published paper if it considers that the comment or response may be motivated by personal animosity rather than genuine scientific disagreement.

6 Safety
While the BOU does not accept any duty of care for those involved in BOU-funded activities, it expects those involved to take adequate steps to minimise risk to those participating in any research or expedition.

The BOU is a member of and subscribes to the principles of the Committee on Publication Ethics (COPE). IBIS is published on behalf of BOU by Wiley-Blackwell Publishing and we support Wiley-Blackwell in their policy on ethical issues in relation to scientific publications (see authorservices.wiley.com). Authors should make themselves familiar with this policy.

All awards, grants and bursaries funded by BOU are awarded on condition that the recipients comply with these guidelines, and applicants should confirm that they have read and understood them.

Please make clear whether your work includes the collection of specimens (for which copies of any appropriate licenses are required).

9. Consideration of your application

Applications are circulated to members of the BOU's Member Conference Attendance Grant panel, who will assess applications and then make their recommendations to BOU Council.

Applicants are contacted in June (for the April-May round) and in February (for the Nov-Dec round) to inform them of the outcome of their application.

10. Being offered an award

Awards are offered subject to a presentation being accepted.

11. Taking up, and payment of, an award

On being offered an award you will be asked to confirm acceptance of the award under the terms of these guidelines and any other conditions contained in the offer email.

Awards are paid on receipt of a claim. Claims can be made in advance of attendance or up to three months after the event.

Before payment is made, we require:

- a copy of your abstract acceptance email from the event organisers;
- a copy of your conference registration;
- proof of purchase of your travel.

An award will be paid direct to the awardee's bank account. No other account or third-party recipient will be accommodated.

12. Acknowledging the BOU's support

Please acknowledge the BOU's support within any presentation at an event.

13. Reporting back to the BOU

Acceptance of an award is acceptance of the condition to adequately report back to the BOU. As a charity, and in order to comply with charity regulations, the BOU needs to demonstrate where our funds have been spent, and that this spending complies with charity legislation.

We require a blog post about your conference attendance to be submitted to us within 30 days of the event (details will be provided to successful applicants).

Failure to adequately report back to the BOU will render yourself, and any other person from your institute, ineligible to apply for future funding from the BOU.

14. Withdrawal of an award / return of an award

If the BOU is not satisfied that the funds it has awarded have been spent as per the application for which funding was sought, or a suitable report (for publication as a blog post) is not submitted to us, then the BOU reserves the right to request the award, in part or in full, be returned.

An award cannot be transferred to a third party. If the original recipient is unable to use the award as intended, then the award must be returned in full.

15. Unsuccessful application

If your application has been unsuccessful, then you will receive notification of this by email. Due to the number of applications, we are unable to provide feedback as to why any application is unsuccessful.

No correspondence will be entered into with regard to an unsuccessful application.

We look forward to receiving your application.