



BSBMTCT

BRITISH SOCIETY OF
**BLOOD AND MARROW
TRANSPLANTATION
& CELLULAR THERAPY**

Meeting Grants Handbook

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The British Society of Blood and Marrow Transplantation & Cellular Therapy is a
Registered Charity and Company Limited by Guarantee.

Registered Charity No. 1125795. Company No. 06462720

The British Society for Blood and Marrow Transplantation and Cellular Therapy

The British Society of Blood and Marrow Transplantation as Cellular Therapy (BSBMTCT) is the leading society and data registry for the blood and marrow transplantation and cellular therapy community in the UK. We are the voice for healthcare professionals, pioneering education and research to save and improve the lives of everyone undergoing blood and marrow stem cell transplantation and cellular therapy. We endeavour to achieve equity of access to high quality treatment for all.

We maintain a registry of all stem cell transplants and cellular therapies performed in the UK and promote collaboration between healthcare professionals working in this field. We provide a platform for clinical research, education, guidelines and quality improvement to advance the practice of stem cell transplantation and cellular therapy.

Our focus

The activities of the BSBMTCT can be broadly divided into three main areas which include:

- Education of healthcare professionals, scientists, ancillary professionals and patients in all aspects of blood and marrow stem cell transplantation and cellular therapy.
- Research into all aspects of blood and marrow stem cell transplantation and cellular therapy including the direct sponsorship of research as well as supporting and facilitating collaborative research. This work includes comprehensive outcomes data collection on all stem cell transplant undertaken in the UK on an ongoing basis.
- Facilitating the ongoing development of stem cell transplant services and cellular therapy within the UK

BSBMTCT is a charitable organisation

The BSBMTCT is a charitable company limited by guarantee (company number 06462720) and is also a registered charity (charity number 1125795). Our income is generated through fees from our members, contracts with NHS Commissioners, corporate sponsorship, and through commercial and non-commercial partnerships.

The Society is committed to ensuring that its members have access to the most current knowledge that will benefit their patients. The Trustees are committed to ensuring opportunities for early career grade staff and students within member centres to attend national and international meetings to keep abreast of developments in the field of BMT for the benefit of member centres and patients.

What is a small meeting grant?

Each year, the Trustees designate a total of £10,000 from membership receipts to fund opportunities for early career grade staff and students from member centres to attend conferences and training events each year.

Applicants can apply for up to £1,000 per person per year to fund the costs associated with attending important BMT events and conferences each year to keep abreast of BMT developments relevant to their role.

What does the Meeting Grants Programme fund?

Payment of reasonable expenses for eligible individuals towards the cost of conference/event fees, travel, accommodation and food costs.

Who can apply for a Meeting Grant?

Applicants will be in one of the following early career grade or student roles up to and including NHS Agenda for Change Band 7:

Stem Cell laboratory staff
Quality Manager
Data management staff
Nurse
Trainee, clinical/research fellow
Apheresis staff
Pharmacists
Allied health professional
Student

Applicants occupying clinical roles will be required to present their abstract at the BSBMTCT Scientific Day during May of each year. Abstracts will be automatically considered for the annual John Goldman abstract prize at the Scientific Meeting.

The Society only allows one application per member centre per event. It is, therefore, the responsibility of the Programme Director or their nominee to filter applications before forwarding the one they would like the Trustees to consider for funding.

Do applications require a sponsor?

Each application requires the support and signature of the employing member centres Programme Director or their nominee.

What is not funded?

Any other career roles
Applications from non-member centres
Staff on NHS Agenda for Change Band 8 or over
Any non-economy travel tickets or accommodation
More than one application from a member centre for each event.

Completing the application

All sections of the application must be completed unless specifically stated.
The application must be submitted in English.
A full breakdown of costs must be included with any application.
Applications will not be considered retrospectively.
Incomplete applications will not be accepted.

How are applications assessed?

Applications can be received at any time and are assessed on an ongoing basis.
Applicants can normally expect to hear of the outcome of their application within 3 weeks of submission.

Reports from successful applicants

Successful applicants will be required to provide a short report within 3 months of the meeting taking place.

Material from Meeting Grant reports may be used on our website, social media and other promotional materials. Applicants must advise about any concerns about such promotional activity in advance.

Meeting Grant reports will be retained for at least 7 years and may be inspected by the Charity Commission.

Terms and Conditions

Funds covering expenses for successful applicants will be paid by bank transfer directly into the individual's personal bank account.

The applicant must account for how the funds were spent by providing receipts within three weeks of the departure date of the conference/meeting.

BSBMTCT requires you to email julia.lee@kcl.ac.uk to confirm that you have received your grant payment.

Awarded funds must be returned in full if for any reason the meeting is not held.

Meeting Grant funds can only be used to support the meeting specified in the application.

If an applicant is submitting an abstract/case study, this must be submitted in Microsoft Word format with the application and also sent to Professor Matt Collin on matthew.collin@newcastle.ac.uk.

As this funding is a grant, we do not require an invoice.