



Instructions and advice for applicants to BOA 2024 Travelling Fellowships

All applicants should read the terms and conditions and application form carefully as well as this document (see <https://www.boa.ac.uk/learning-and-events/fellowships-awards/travelling-fellowships/how-to-apply.html>)

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Fellowships available

The BOA endeavours to provide exceptional educational training opportunities for its members throughout each stage of their careers.

Every year, the BOA offers a number of Travelling Fellowships to its members. These fellowships offer a unique opportunity to visit UK or overseas centres of excellence to gain knowledge and experience within trauma and orthopaedic surgery.

These travelling fellowships are funding bursaries to provide financial assistance for those undertaking periods of additional specialist learning at sites outside their normal working/training location. This role does not have to be undertaken outside the UK, and applicants are welcome to be innovative in their approaches. For example, the educational flexible working arrangements, such as less than full time posts, non-continuous attendance dates, or 'day release' formats. The latter may be suitable for those who want to attend another unit within the UK. The BOA does not provide or arrange these educational placements. They are intended to subsidise the cost of travel, accommodation, visa/documentation and/or subsistence. (Financial support for subsistence is not available for those receiving a salary during the specified placement.)

Fellowships are awarded on merit to current BOA members (see below section 'Who can apply' for further information).

We are grateful to the fellowship sponsors this year, as follows:

- Heraeus (1 fellowship on infection in memory of Andrew Sprowson)

We also recognise the endowments set up through donations or bequests from past members Mr Soli Lam and Mr Ram Kumar Chatterjee.



We have allocated funds from these endowments (Soli Lam General Fund, Soli Lam Spinal Fund and Chatterjee Fund) to support fellowships in 2024 – the number and award amount, as well as eligibility criteria are below:

SAS Education Fellowship

We are delighted to announce SAS Education Fellowship of £3,000 Fellowship for an SAS or LED member for a project of up to 12 months to support their education or career development. We encourage our SAS colleagues to be innovative in considering their Education Fellowship proposals and look forward to seeing your ideas.



Who can apply?

Applicants must be current BOA Home Associates, Post-CCT, SAS or LED Member surgeons in good standing. Candidates can only be considered if they are BOA members and are currently up-to-date with their membership subscription fees and have updated their membership category to reflect their current grade/post. Post-CCT members are eligible as long as they have not taken up a Substantive Consultant post or been appointed to one by the closing date of 21st October.

The SAS Education Fellowship is open only to SAS and LED members.

Please ensure you have read the **terms and conditions** about eligibility, funding and claiming funds.

How do I apply and what are the timelines?

Please email a completed application form, your CV, Equality and Diversity Monitoring form, and a letter of recommendation from your TPD* in Word format (.doc or .docx) to policy@boa.ac.uk by 23:59 on **21st October 2024**.

*If you are a Post-CCT, SAS or LED Member, applicants are not required to supply a letter of recommendation.

Your application will be reviewed by a panel of BOA advisors to produce a shortlist of applicants who will be invited to interview.

Online interviews will take place on 25th November 2024 and final funding decisions will then be made.

Successful applicants will be notified by **20th December 2024** and the fellowship must commence within 12 months of being awarded.



What amounts are available?

Applicants may apply for one BOA Travelling Fellowship:

Fellowship name	Max Award	Funder	Eligibility Criteria	Number available
<i>BOA Worldwide</i>	<i>£1,500</i>	<i>BOA</i>	<i>BOA member</i>	<i>3</i>
<i>BOA Worldwide</i>	<i>£3,000</i>	<i>BOA</i>	<i>BOA member</i>	<i>2</i>
<i>BOA UK</i>	<i>£3,000</i>	<i>BOA</i>	<i>BOA member, placement in UK only</i>	<i>1</i>
<i>BOA Worldwide</i>	<i>£10,000</i>	<i>BOA</i>	<i>BOA member,</i>	<i>1</i>

And/or one special-interest Fellowship:

Fellowship name	Maximum Award	Funder	Eligibility Criteria	Number available
<i>SAS Education Fellowship</i>	<i>£3,000</i>	<i>BOA</i>	<i>BOA SAS/LED member</i>	<i>1</i>
<i>Andrew Sprowsen Fellowship</i>	<i>£1,500</i>	<i>Heraeus</i>	<i>BOA member, In the field of Infection</i>	<i>1</i>
<i>Soli Lam Spinal Fellowship</i>	<i>Up to £15,000</i>	<i>Soli Lam Endowment</i>	<i>BOA member, Spine subspecialty</i>	<i>1</i>

- Applicants may apply for one BOA travelling Fellowship and/or one Special interest travelling Fellowship (shaded). Applications selecting multiple fellowships in each category will not be considered.
- They may additionally apply for the SAS Education Fellowship if eligible.
- Applicants can specify the total expected cost of their proposal, up to the maximum available value. Awards can be made at below the maximum value. Unspent funds roll forward to future years to allow more fellowships to be funded.
- These awards either contribute towards the total costs of the proposal, or they may fund the costs in full.
- Unless otherwise specified in the eligibility criteria, fellowships will fund applications across all specialties and locations.
- Funds will be awarded to the top scoring applications for each Fellowship based on merit.

The application form will ask applicants to indicate which Fellowship(s) they wish to be considered for. Candidates will be responsible for finding or funding additional costs, where the Fellowship provides only contribution funding.



What does the fellowship funding cover?

The BOA and external sponsors support these fellowships as a charitable activity to support career development. It is important that funds are spent appropriately as where each fellow spends modestly, this can allow us to send more members on fellowships.

The fellowship award will cover travel and accommodation for the successful Fellow and certain other costs of taking part in a fellowship. It does not cover travel, accommodation, or costs for anyone else travelling with the Fellow, e.g. partner or family members. Please refer to the Travelling Fellowship Terms and Conditions for more information on what costs are eligible. These also provide an explanation about how you claim the funds awarded, and how and when reimbursement takes place.

We appreciate that there will be many ways to organise travel – some people may be able to live at home and commute to the host site, others may be able to stay with family or friends, while others may need accommodation. The scheme is designed to be flexible and allows you to apply for the relevant costs that you would incur to do the fellowship. Should you have any queries in preparing your application, please contact policy@boa.ac.uk .

Awarded funds may be used to cover the costs of:

- a) Travel to and from your destination
 - i. Costs of advance booking economy or standard class travel should be estimated and presented on the application form.
 - ii. Reasonable costs of airport or station transfers can also be claimed.
 - iii. Milage is reimbursed at £0.40 per mile
- b) Accommodation
 - i. Some fellows choose 'AirBnB' type self-catering accommodation, others choose B&B, university, or hotel accommodation.
 - ii. Your application should indicate the intended type of accommodation and anticipated cost.
 - iii. Hotels should be not more than 4* (and 3* may be sufficient in some destinations). AirBnB accommodation likewise should be suitably simple.
- c) Visas, insurance and other travel documents
 - i. Fellows must have relevant travel insurance from the time they book their travel/accommodation and read the fine print i.e. for cancellations/unforeseen circumstances and COVID coverage. The BOA is not liable to cover fellowships that are cancelled/not taken or for additional costs due to curtailing of fellowship e.g. due to ill-health or bereavement, as we usually expect these costs to be covered by insurance.
- d) Food and (limited) subsistence
 - i. If you are due to receive a salary during the fellowship you may not apply for food/subsistence funding
 - ii. If this grant will supply your only income during the fellowship then you are welcome to include food/subsistence funding within your grant application
 1. The maximum that fellowship recipients may request for subsistence and daily travel is £25 per day (the application must propose a level suitable to the destination listed on the application form, if subsistence is being requested). If



- the fellow is staying in self-catering accommodation the subsistence should be lower and based on supermarket costs, and not eating-out costs
2. The maximum that fellowship recipients may claim for subsistence is the amount they have requested in their application form
 3. Alcoholic beverages and incidental costs e.g. room service surcharges will not be covered
- iii. Itemised receipts must be provided to demonstrate amounts spent. Subsistence/food cannot be claimed as a "per diem" allowance due to audit requirements
- e) Additional childcare or dependant care
- i. If you are caring for a child or other dependant, the award can allocate funds to offset additional childcare costs incurred
 - ii. Requests must be for costs associated with additional care outside of the claimant's normal routine and where alternative care arrangements cannot be made for the fellowship period. Childcare costs associated with your normal working pattern may not be sought.
 - iii. Eligible costs include fees (additional hours or days) for a baby-sitter or childcare facility.
 - iv. The maximum that fellowship recipients may claim for care costs is the amount they have requested in their application form

Awards may not be used for attendance at conferences/meetings.

Please note that you will need to provide itemised receipts for all expenses, including subsistence/food, to claim reimbursement. It is not possible to claim subsistence as a per diem allowance. This is due to our audit requirements as a registered charity.

How should I prepare my proposal?

In your application, we expect to see that you have identified a host unit, a host supervisor and a likely duration for your fellowship. In your application you will need to explain how this particular fellowship will benefit you and what you hope to achieve from it, and detail the potential wider benefits to patients, the profession and the BOA.

Please note that it is preferable for the intended host to have track record, rather than to be unused to hosting fellows.

The application form asks for expected costs of undertaking your fellowship, so you will need to have researched travel and accommodation costs.

The following specific arrangements will apply to the 2024 BOA Travelling Fellowships:

- Your proposed fellowships may take place in the UK, Europe and other worldwide destinations.
 - If you do wish to travel beyond the UK, please be advised to check thoroughly that your proposed country of travel is (or is projected to be) open to travellers at the time of your proposed fellowship.
 - Other logistics and any precautions related to COVID-19 restrictions must also be thoroughly thought through. These include: vaccination or testing rules, length of stay allowed, quarantine procedures etc. in your proposed country of travel.



- Your proposed fellowship may take place across multiple visit sites in your proposed country of travel, or more than one country, if travel permits, but you should think carefully about any challenges if considering this.
- Your proposed fellowship may be for a maximum of 12 months.
- We normally ask that travel is booked as far in advance as possible. We ask fellows to travel as economically as they can and certainly within the funding amount offered for the fellowship if successful.
- Fellow should have relevant travel insurance from the time they book their travel/accommodation and read the fine print i.e. for cancellations/unforeseen circumstances and COVID-19 coverage.
- Successful applicants must commence their fellowship **within 12 months** of being awarded (with awards due to take place in December 2024, i.e. travel to commence by December 2025).
- We encourage you and your hosts to be innovative in planning for undertaking a fellowship; the significant waiting lists for surgery in the UK may affect the ability of some centres to offer fellowships if they need to focus on delivery of patient care. Please use your application form to tell us what you would seek to learn and how, especially if there is less operating time than might otherwise be the case.

Applicants should consider the following before applying:

- In the event that the fellowship cannot go ahead at the planned time, your TPD should be able to accommodate you in your usual placement if you are a trainee.
- The host of the Fellowship needs, as best as possible, to be able to guarantee that the normal learning outcomes will be met.
- It is preferable for the intended Fellowship to have a track record, rather than to being unused to hosting fellows.
- The host country should have an established contingency plan to cope with any increase in COVID 19 cases, emergency lockdowns or restrictions.

Further information

Please direct any queries to our Policy and Programmes team at policy@boa.ac.uk.