**Housing Studies Association & Housing Studies Charitable Trust Bursaries**

 **APPLICATION FORM**

**Please complete sections A to E of the application and sign and date Section F**

**A. Personal Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number(s):** |  |
| **E-mail address:** |  |
| **Are you currently a member of the HSA?1** | Yes / No  |
| **Are you attending the conference in person or online only?2** | In person / Online only (Please delete) |

1 Applicants must be members of the HSA to be eligible for bursaries

2 If you are attending online only, we will only provide a bursary to cover the online access to the conference.

**B. Current Circumstances and Status**

Please briefly describe your current circumstances, institutional affiliation or status (i.e., post-graduate student, recently graduated, early career academic/practitioner, looking for employment, retired etc.):

**C. Reasons for Support Being Requested**

Please briefly explain why you require financial assistance to attend the HSA conference (If you are currently affiliated to an institution, please explain why it is not possible to access financial support from that institution to attend the conference).

**D. Title and Abstract for Proposed Paper**

Please provide a title and abstract (of up to 200 words) for the paper that you propose to deliver and present at the conference:

**E. Supporting Statement**

Please provide a brief statement in support of your application. This may include why attending the conference and having the opportunity of presenting and publishing your paper will be beneficial to you. You may also wish to provide details about your other relevant publications, research, or professional roles.

**F. Agreement to Conditions of Award**

***Please read the following section carefully and then sign and date your application:***

I understand that the bursary will cover the cost of the HSA conference fee, accommodation and up to £100 (maximum) of travel expenses accrued. If you are attending the conference online only, the bursary will only cover the cost of the HSA conference online fee.

I understand that the award of a bursary requires the following conditions to be met and, if I am offered a bursary award, I agree to these conditions:

* I will attend the HSA 2023 annual conference.
* I will submit a written paper to the conference and present this paper at a session of the conference.
* I will produce a summary of my paper as a blog item to be published on the HSA website.
* I will be responsible for meeting any additional costs (beyond the conference fee, accommodation and £100 maximum travel allowance) relating to my attendance at the conference.
* I understand that my travel costs, up to a maximum of £100 will be reimbursed *after* the conference and on receipt by the HSA of the necessary valid receipts.
* If travelling to the conference from outside the UK, I will ensure that I have the necessary visa and legal status to visit the UK.
* I will inform the HSA as soon as possible if I am no longer able to meet these conditions and/or accept an award of a bursary.

I have read and understood these conditions and I agree to abide by them if I am awarded a bursary. If I do not abide these conditions, I understand that the bursary may be withdrawn:

|  |  |
| --- | --- |
| **Name (Print):** |  |
| **Signature:** |  |
| **Date:** |  |

**G.** **RESERVE LIST**

In circumstances where conference delegates are unable to attend the conference but are not eligible for a refund of fees, we may make these places available (free of charge) to unsuccessful bursary applicants. Please note:

* These places will be offered in order of the original rating of bursary applications.
* You will have to be able to travel to Sheffield at short notice.
* You will be responsible for meeting all travel costs associated with attending the conference.

***If you wish to be considered for a reserve place at the conference, please tick this box:***

**H. Submission of application**

Please return your completed application form to Phil Brown at funding@housing-studies-association.org by 12pm on the deadline shown on the Housing Studies Association website. Applicants will not be accepted past the deadline.

*Successful bursary recipients are encouraged to consider developing their paper for submission to an appropriate academic journal following the conference. HSA executive committee members are able to provide comments on drafts of the paper prior to submission.*