

APPLICANT GUIDELINES: STEPPING STONES BURSARY

Detailed guidelines for Stepping Stones applicants

1) Eligibility

- a. Applicants must be members of the Challenger Society.
- b. Applicants must be active in marine science research eg. PhD studies, publications, participation in research campaigns.
- c. Applications are not permitted from researchers holding permanent positions.
- d. Applicants holding a fixed term contract may apply up to 3 months before the end of their contract, or up to 3 months prior to their PhD thesis submission date.

2) Completing the application form

- a. Applications for the Stepping Stones Bursary should be completed using the form (MS Word Document) provided.
- b. Evidence of recent research activity: There is a word limit of 200 words for this section. Please provide details of research activities. Examples include publications, PhD studies, conference presentations, and participation in fieldwork.
- c. Evidence/statement of employment status: Please give details of your current and recent employment status eg. PhD submission date, details of fellowships/funding applied for, recent or current research project employment including dates of contract.
- d. Description of research activity applied for: There is a word limit of 200 words for this section. Please describe the research activity for which you require funds eg. collaborative visit, participation in fieldwork, conference attendance, access to equipment.
- e. Breakdown of costs: Please provide detailed costs for your proposed activity, eg. conference registration fees, flights, travel subsistence, laboratory consumables, equipment charges.
- f. Benefit of research activity: There is a word limit of 200 words for this section. Please describe how the research activity will benefit your career in marine science. Please also include any benefits to marine science research or the marine science community, if applicable.

3) Reports

- a. Recipients of a Stepping Stones Bursary are required to submit a report to Challenger Council following completion of the research activity, which will then be published in Challenger Wave and on the website. Challenger Council may also request a submission to Ocean Challenge.
- b. This report should detail: (1) a description of the research activity and its impact on both the award holder and marine science research as a whole (preferably in MS Word); (2) picture attachment; (3) profile of award holder; (4) 140 character Twitter feed.
- c. The report must be submitted within 3 months of completion of the research activity. If you are unable undertake the research activity, please notify Dr. Ruth Airs (ruai@pml.ac.uk) and depending on the circumstances, the award can be delayed or re-assigned.

4) Payments

- a. Please apply in a timely manner before funding is required.
- b. Payments will be made shortly (within 2 weeks) of award notification.
- c. Payments will be made by cheque direct to the applicant.

5) Submission Process

- a. Applications can be submitted by email using the link to the application form at the bottom of this page.
- b. They can be accepted at any time but will be reviewed shortly after the above mentioned deadlines.
- c. Electronic submissions should be made to Dr Ruth Airs (ruai@pml.ac.uk).

6) Decision Process

- a. The Stepping Stones Bursary applications are reviewed by the Council against a number of criteria (including the scientific merit, potential career benefits, budget and referee's statement of support).
- b. The annual budget for bursaries is £4000-6000. Monies can be rolled over if not fully used in any one period.
- c. A decision will be made within 6 weeks of the deadline and applicants will be notified of the outcome at that time

Previous award winners are listed [here](#).