

SCAF Mentorship Travel Bursary

Guidance Note

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Edits from 1.0 (25/06/24): updated frequency of funding rounds and review criteria



Overview of the Scottish Alliance for Food

The Scottish Alliance for Food (SCAF) is a collaborative, cross-disciplinary, cross-sectoral research Alliance funded by the Scottish Funding Council. SCAF aims to connect stakeholders across disciplines and sectors to deliver collaborative, future-focused research that will help transform how food links to health, equity, and sustainability.

Our values are

- **Evidence-based** – Our work is underpinned by the latest available evidence and driven by robust data.
- **Inclusive** – Our work is shaped by a diverse range of voices and perspectives.
- **Collaborative** – Working together is at the core of our alliance.

SCAF is committed to supporting and advancing the careers of early-career and mid-career professionals (ECP/MCP). By connecting our ECPs/MCPs with the food system landscape and providing support for career development, we aim to facilitate their progression as emerging leaders in the field.

SCAF membership is free, and everyone interested in the broader topic of food is invited to join. For more information on SCAF, please visit <https://www.scaf-arc.co.uk/>

Join the Alliance here: <https://www.scaf-arc.co.uk/takepart/>

Call priorities

To help achieve the above aims, SCAF has developed a mentorship travel bursary for people in the early stages of their careers in Scotland to build a *better food future*.

This bursary aims to connect applicants with mentors who can help facilitate their career aims (regardless of the mentor's career stage), and build future capacity in this area. This can be relevant to applying for promotion, developing networks, working on a fellowship or grant application, or connecting around an existing project. This bursary does not cover visits for training.

Building a soundboard of people is critical in a complex system like food – the bursary offers flexibility for applicants to define their soundboard.

Applicants are responsible for maintaining the relationship, from arranging meetings, setting the pace, and telling their mentor what input/support they seek.

The travel bursary is between £100-£500 and contributes towards travel, accommodation, and subsistence (food and drink) to visit one or more mentor(s) within Scotland and, where justified, the wider UK. This could be one or more visits to one or more mentors and must be conducted within a 12-month period or less. The travel bursary can also be used to implement strategies to support sustainable engagement between the applicant and their mentor(s). We encourage you to consider a combination of multiple visits/meetings and online interactions to build a relationship with your mentor(s) over time.

To apply for this bursary, applicants should name one or more mentors. You do not necessarily need to have spoken with the mentor before you apply. SCAF can facilitate the connection if you do not already have a connection to the named mentor.

Applicants who are looking for a mentor, but have not identified someone, please get in touch by emailing scaf@glasgow.ac.uk before applying.

Who can apply?

Researchers and professionals working in fields relevant to food systems and nutrition are eligible, both on academic and non-academic career tracks. All applicants must be SCAF members and must have joined the SCAF Slack community at the point of application.

Applicants must not have received the travel bursary in the last year, but those who have applied for travel bursary previously but were unsuccessful may apply again.

There is no career stage restriction to apply, but applications from ECPs will be prioritised, followed by MCPs, and more senior applicants.

How to apply

Please download the application form linked below and submit your application by sending an MS Word copy of the completed form to scaf@glasgow.ac.uk, with the email subject: "*SCAF | Mentorship application – YOUR NAME*"

Please ensure you complete all sections of the form. Incomplete or late applications will not be considered.

Download the application form from the SCAF website:

<https://www.gla.ac.uk/research/az/scaf/opportunities/>

Any queries about the travel bursary can be directed to scaf@glasgow.ac.uk.

Deadline & Timeline

This call is open four times yearly.

Applications should be submitted by 5pm on the 15th of January, April, July and October.

Selected applications will usually be announced within 4-6 weeks.

Eligible and ineligible costs

This travel bursary of £100-£500 only covers travel, accommodation, and subsistence (food and drink) to visit mentor(s). It does not cover visits for training.

Funding must not be used for the purposes of

- Indirect or estates related costs at the institution you are based in
- Salaries, staff time, consultancies
- Costs relating to intellectual property protection, including but not limited to registering, maintaining, or supporting patents

Review & Assessment

Applications are judged by a Committee within SCAF led by ECPs under the criteria:

1. Justification of the selected mentor/s and alignment with career/project aims
2. Clear demonstration that the bursary would significantly add value to the applicant's career/project.
3. An idea of the timeline demonstrating the length of the planned travel period.
4. Clear demonstration that the proposed mentor relationship aligns with at least one of the four SCAF priority areas and/or two workstreams
5. Detailed costing commensurate to the activities proposed
6. Contribution to SCAF – has the applicant engaged with SCAF activities, or plans to give back to the SCAF community?
7. Sustainability of travel options

If the cost of the proposed visit/s exceeds £500, the applicant should demonstrate how matched funding will be achieved.

Award conditions

Should your application be successful, an award will be made under the following conditions:

1. Be an active member of the SCAF network – join the mentorship group on Slack and participate in at least one SCAF activity in the 12 months following the award
2. Before travel, bursary recipients seek appropriate travel insurance from their organisation
3. Submission of receipts itemizing how the travel bursary was spent (see payment arrangements below)
4. A brief (max 3 minute) recorded presentation and a short blog (detailing how the travel bursary was spent, the benefits gained from receiving the award, and how it aligns with SCAF)
5. Photo of the awardee for use in future media material and completion of the [member spotlight form](#)
6. Engage in monitoring and evaluation by providing a report after the mentorship visit(s)

Payment Arrangements

An estimate of cost details should be submitted in the application. Payment of the bursary is quarterly in arrears on receipt of an expense claim form and receipts.

In cases of financial hardship where advance payment for travel is not possible, please contact the SCAF office at scaf@glasgow.ac.uk, who may be able to support with booking travel.