

TPS Bursary conditions

Introduction

You are being offered a Transport Planning Society bursary of £500 to prepare a paper in accordance with the proposal submitted with your Bursary Application, subject to the following conditions. The best submitted paper will also receive the "Bursary of the Year" engraved award and an additional £250.

Word Limit and Paper Size

The upper word limit for the final paper is 5000 words. Appendices can be added and do not count towards the word limit. However, they should not be used as a way of including additional material, and they will not be considered when the papers are judged. Nevertheless, Appendices may be a useful way of recording references, a copy of any questionnaire used, organisations consulted, methodology used etc. Detailed transcripts of interviews or lengthy summaries of literature reviewed should not be included.

You are free to include photos and diagrams in the paper but the size of the finally submitted document (including Appendices (if any)) must not exceed 5Mb and desirably should be considerably less. Video clips must not be included.

Your mentor

You will be allocated a senior member of TPS as a mentor and you are required to work in liaison with him/her. The role of the mentor is to offer you advice and guidance on the research or analysis you are undertaking and on the content of your final paper. For example, he/she may suggest additional issues you might want to cover or a different way of analysing data or advise on the structure of your paper. However, they are not project managing this work and it is your own responsibility to ensure that the paper is completed on time and that you are making sufficient progress in the early stages to meet the final deadline.

The frequency and type of contact you have with your mentor is for agreement between the two of you. Where location permits, some choose to meet face-to-face; others rely mainly on phone and/or email contact.

Should your mentor feel at any time that you are not making the effort necessary to produce a satisfactory paper, he/she may recommend to the TPS Board that the offer of a Bursary is withdrawn. The decision of the Board will be final.

Deadlines

Your final paper is to be submitted by e-mail to bursaries@tps.org.uk by 16th December 2022. Should it be necessary, as an alternative, to submit a hardcopy, please consult with your mentor how this should best be done.

If you anticipate difficulty meeting this deadline, please advise your mentor as soon as possible. In fairness to other bursary holders and Board Members, extensions to the deadline are only likely to be granted in exceptional circumstances.

Any other intermediate deadlines (e.g. for submitting drafts for comment) are for you to agree with your mentor although we encourage all bursary holders to develop a plan for their work and an outline of their paper at an early stage to ensure they complete the work by the end deadline.

Scope of Work

If, after beginning your research, it becomes apparent that you need to change the focus of your paper, this is something that can be done with the agreement of your mentor, as long as the revised paper is still relevant to the theme. If you do change the focus of your paper, you should also consider whether your initial title is still appropriate and if relevant change that too.

Presenting your paper

Part of the requirement for receiving the bursary is a presentation of the paper to the TPS Board. This will take place at an evening event in January 2023 – further details will be sent out in due course and a decision taken as to whether this is in person or by video call. The decision on Bursary of the Year is based on both the written paper and the presentation. If for any reason, you are unable to present at this event, it may be possible to arrange for you to present to the Board on another occasion. Again, this is only likely to be possible in exceptional circumstances.

Payment of Bursary

The £500 Bursary (and an additional £250 for Bursary Paper of the Year) will be paid by bank transfer after successful submission of your final paper and your presentation to the TPS Board. Our Treasurer will require your bank account details at that stage.

Please note that payment of the Bursary is conditional on a satisfactory paper and presentation. Should either fail to achieve an acceptable standard, the Board has the right to withdraw the Bursary offer. However, provided you liaise with your mentor throughout and heed his/her advice, this is an unlikely outcome.