



UK Kidney Association

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# **The UK Kidney Association (UKKA)**

## **RPG Bursary Policy**

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**Owner:** Head of Finance



## 1.0 Introduction

The Renal Pharmacy Group (RPG) executive have agreed to fund a limited number of places for delegates who wish to attend their annual conference. The bursary is to be used to provide funding to cover the cost of their registration only. Travel and expenses will need to be funded by the employer/individual. The UKKA will publicise the availability of funding via its website, social media, direct emails and via the RPG What's App group.

## 2.0 Inclusion criteria

To apply for the award applicants must be:

- Either employed in or studying a renal specialism
- A member of the UKKA/RPG for a minimum period of 3 months prior to the conference (see below for timelines).
- In the field of pharmacy.

This grant is not open to other professionals, retired professionals, patients, pharmacists working in industry or charity representatives.

## 3.0 Application

Applicants should send to the UKKA secretariat ([ukka@ukkidney.org](mailto:ukka@ukkidney.org));

- a short letter explaining why the applicant considers that he/she should receive this award
- a mini-CV (no longer than two A4 sides, highlighting relevant publications, the date the applicant joined the UK Kidney Association and current state of membership)
- Applications should be submitted in PDF format and receipt will be formally acknowledged.

### 3.1 Application - Key Dates

For the 2026 conference (9–10 October 2026), the following conditions and timelines will apply:

- Applicants must have obtained membership of the UK Kidney Association and/or Renal Pharmacy Group no later than Friday 10<sup>th</sup> July 2026 to be eligible for consideration.
- Bursary applications will open on Monday 13<sup>th</sup> July 2026 and close on Friday 4<sup>th</sup> September 2026. Applications submitted after this date will not be considered.  
Conference registration will remain open until Friday 25<sup>th</sup> September 2026 - however, this does not extend the bursary application deadline.

- Bursaries will be allocated on a first-come, first-served basis to applicants who meet the eligibility criteria. Therefore (where alternative sources of funding are not available) applicants are strongly encouraged to apply at the earliest opportunity.
- Decisions may be communicated in advance of the bursary closing date (Friday 4<sup>th</sup> September) to support forward planning.
- The abstract submission deadline is Monday 17 August 2026. Outcomes of abstract review will be communicated prior to the bursary application deadline, enabling applicants to determine whether to proceed with a bursary application contingent on successful poster acceptance.

#### **4.0 Review process**

The UKKA is committed to creating and sustaining a positive, fair and mutually supportive environment. We accept, respect and value people with diverse identities and backgrounds and believe our differences make us stronger and more effective in achieving our goals. We ensure appointments are made on the recommendation of a transparent, balanced and appropriate panel, are made on the basis of merit, and encourage applications from all suitably qualified and eligible candidates.

Priority will be given to applicants who:

- have not previously received this award
- can demonstrate that they have sought funding from alternative sources
- are junior band pharmacy staff or pharmacy technicians

Applications within the inclusion criteria will be reviewed by the RPG executive committee. The results of this evaluation will be sent to the Head of Finance.

The Head of Finance will confirm communicate decisions to applicants, manage the provision of the funding and payment of funds.

This total of the awarded grants will not exceed the available funds of £7,500. This funding will be held within a designated fund.

If it is deemed that there is another source of income available to the applicant which is more relevant, then the application will be rejected.

The UKKA is independently audited annually as per legislation and has adequate governance controls including SOP for all financial activities.