**The UK Kidney Association (UKKA)**

*RPG Bursary Policy*

**Version number:** 0.1

**First Published:** May 2024

**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 for a minimum of 3 months.
* 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);

* 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)

The deadline for applicants is 8th September 2025. Documents should be in PDF format and we will acknowledge receipt of applications.

**3.0 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 junior bands and technician roles.

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 £5,000. 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.