

Alchemy Collaborative Travel Fund

Funding type	Small grant
Award Amount	Up to £7,500 per application, £25,000 amount available per round
Frequency	Two calls per year
Round 1 (Spring/Summer 2025)	Call Opens: 16 th June 2025 Call Closes: 15 th August 2025
Round 2 (Autumn/Winter 2025)	Call Opens: 3 rd November 2025 Call Closes: 9 th January 2026
Outcomes	For Round 1, decisions will be announced on the 29 th August 2025

All travel to be completed, and expenditure claims received by **31st August 2026**.

Overview:

The Alchemy Collaborative Travel Fund is open to research staff to undertake short-term, collaborative activities that bridge the gap between AI and chemistry. The fund aims to foster new partnerships, develop new or existing skills, and increase the visibility of researchers through travel and engagement.

Purpose:

This fund is designed to support:

- Travel & subsistence costs for short-term collaborative visits (up to 3 months)
- National or international travel to academic institutions and/or industry partners for research related visits

Scope:

- Establishing new or enhancing collaborations, with the aim of co-developing research proposals for future funding
- Foundational activities to support future fellowship applications
- Skills development through lab exchanges or technique-sharing placements
- Activities that contribute to long-term career development
- Translation of knowledge and techniques to industry

Eligibility Criteria:

For the duration of the award, applicants must:

- Be a member of research staff based at a UK institution eligible to receive EPSRC funding
- Propose collaborative activities aligned with the [mission of the Alchemy Hub](#)
- Hold a continuing research related position

Collaborative (joint) applications are eligible, provided a single applicant is clearly identified for administrative purposes.

Eligible Costs:

- Standard economy travel (national or international)
- Reasonable subsistence and accommodation. All travellers must adhere to their own institution's expenses policy.
- Visa fees (up to £500; note: Alchemy cannot offer visa advice)
- Any other justified costs that directly support the proposed collaboration

Ineligible Costs:

- Registration fees for events
- Laboratory research consumables or reagents and bench fees
- Premium travel (business class, lounges, etc.)
- Personal expenses unrelated to the collaborative activities

Please contact funding@alchemy.ac.uk to discuss any questions or concerns regarding the eligibility your proposal prior to submission.

How to Apply:

Applications should be completed using the standard application form available via our website. This should be emailed to funding@alchemy.ac.uk by 17:00, Thursday 31st July 2025. This is a one stage application.

The application form has the following sections:

- Objectives, and expected outcomes (500 words max)
- Budget breakdown and justification
- CV for all applicants (2 page max)
- Support letter from line manager (PDRAs and research staff only)
- Confirmation of host support (email/letter)
- EDI monitoring form (separate online form)

Assessment Process:

Applications will be assessed by the Alchemy Hub Management Team using the following criteria:

1. **Alignment** – Fit with Alchemy Hub’s mission
2. **Impact** – Potential for scientific, collaborative, or career development outcomes
3. **Excellence** – Clarity and feasibility of the proposed activity, including the appropriateness of the approach, likelihood of achieving stated objectives, and overall value for money.
4. **Personal Development** – Potential to support the applicant’s personal and career aspirations.

Post-Award Expectations:

Successful applicants will be required to submit a final report within one month of completing their proposed visit(s) outlining how objectives were met, summary of key outcomes, and include any future plans (e.g. potential future funding applications or collaborative activities).

A template is provided online and available to download along with all necessary documents for this fund.

Funding Contract:

- Funds will be distributed under a short form Brunswick travel agreement with the applicant’s host institution. No travel can be arranged prior the execution of signed travel agreement.
- All travel and accommodation to be arranged by the awardee via their own institution’s internal processes. All subsistence claims should be made via the awardees host institution in line with their own institutions expenses policy.
- All allowable expenditure will be reimbursed to the contracted institution upon submission of the final report and accompanying claims invoice.