



## APTUK Conference Bursary Application – Checklist Guide

### Before You Start

- ✓ Read the bursary guidance and ensure you meet the eligibility criteria
- ✓ Check the word limit and submission deadline
- ✓ Gather details of any projects, awards, or CPD you may reference

### Main Question Checklist

#### Why You Should Receive a Bursary

- ✓ Briefly introduce your role and key responsibilities
- ✓ Explain your motivation for attending the APTUK conference
- ✓ Describe what the bursary would enable you to do that you otherwise couldn't
- ✓ Highlight your enthusiasm, commitment, or contributions to pharmacy practice

#### How the Conference Will Benefit You

- ✓ Identify specific conference themes, or skills or learning you wish to develop
- ✓ Link these directly to your personal development goals
- ✓ Explain how attendance will support your current or future role

#### How the Conference Will Benefit Your Team / Organisation

- ✓ Describe how new learning will support service improvement or patient care
- ✓ Highlight how your team will gain from the insights you bring back
- ✓ Mention any current challenges the conference could help you address

#### How You Will Share Your Learning

- ✓ Name who you will share learning with (team, department, PCN, ICS, etc.)
- ✓ Specify how you will share it (presentation, written summary, training session, poster, etc.)
- ✓ Indicate when or how soon after the conference you intend to do this
- ✓ Mention any plans to support others to apply or attend in future

#### Plans to Enter Conference Awards

- ✓ State clearly if you plan to submit a poster, case study, innovation, or award entry
- ✓ Briefly describe the project or idea, if known
- ✓ If unsure, explain that you are exploring ideas or developing a submission

#### Final Checks Before Submitting

- ✓ Have you answered *every* part of the question?
- ✓ Is your response clear, professional, and concise?
- ✓ Have you demonstrated personal benefit, organisational benefit, and wider impact?
- ✓ Have you emphasised what makes you a strong candidate?
- ✓ Spell-check, proofread, and keep within the word limit