This form can be completed electronically.

If completed electronically, the form must be saved as a word document (not a pdf) and emailed, as an attachment, to your Research Supervisor for their comments.

**Your Research Supervisor should send or email the completed form, as a word document (not pdf) to** **registrar@pem.cam.ac.uk**

## **Application for a College Grant: Postgraduate**

|  |  |
| --- | --- |
| **Name:** |  |
| **Subject:** |  | **Year of study:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree:** |  | PhD |  | MPhil |  | Diploma/MAST |  | Clinical Medic |  | Clinical Vet |

|  |  |
| --- | --- |
| **Research Supervisor (name & CRSid):** |  |

|  |  |
| --- | --- |
| **Tutor:** |  |

**Proposed start and finish dates of trip:**

**Destination/Name of Conference:**

**Type of grant applied for (select one only):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Travel for research purposes |  | Participation at a conference |  | Clinical elective |

|  |  |
| --- | --- |
|  | Other (e.g. travel for debating/acting, musical costs, language costs please specify):  |

**Conditions of an award:**

* A grant is awarded on the assumption that your expenses are as set out in this application.
* The actual amount paid may be reduced proportionately, depending on what your expenses prove to be.
* Grants can cover the full cost of a research or conference trips (in the case of conferences the student must be giving a paper or presenting a poster (50% if they are not)) and 50% for other travel awards. The amount granted will be dependent on the relevance of a trip to a student’s research and what other funding is available.
* No student will receive more than £1,500 over the course of their graduate studies.
* Grants to MPhil students are given if they are required to carry out research towards a dissertation/project more. The maximum level of grant will be £400.
* All grants applied for and subsequently awarded by other bodies for the same travel must be declared.
* When claiming your grant, receipts must be submitted for the items against which the grant was awarded. Receipts must be submitted no later than 3 months after the period covered by the grant.
* Students must ensure that you have adequate (and the correct) travel insurance for this trip.
* Students who are awarded a grant will be expected to present a poster at the Graduate poster display held annually in June.
* A **brief** report of your project, up to one side of A4, must be submitted for the information of the College's governing body.

**Office use only:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student account no.: | DS0 |  |  |  |  |  |  | Amount already received from College: | £ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposed grant amount: | £ |  | Contribution towards: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trust Fund: | 3 |  |  |  |  |  | / | U |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Amount awarded: |  | Date: |  |

Detailed breakdown of estimated costs, **excluding food costs** (receipts will be required before payment is made). Please be as accurate as possible. You are expected to choose the most economical practicable mode of transport and to use discount cards etc. where possible.

|  |  |
| --- | --- |
| **Expenditure item** | **Amount (GBP)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **£**  |

Proposed financing arrangements (including grants sought/awarded elsewhere)

**It is essential that you complete this section honestly and to the best of your knowledge. Failure to do so will, if discovered, make you ineligible for funding**:

|  |  |  |
| --- | --- | --- |
| **OTHER APPLICATIONS MADE** | **Amount sought** | **Amount awarded or date by which this will be known** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | **£** | **£** |

|  |
| --- |
| Description of project and relevance of project to course of study. |
| **Applicant’s signature**  | **Date** |

*If you do not have your signature electronically then please type your name*

*Please now email the form, as a word document, to your Research Supervisor for their comments*

|  |
| --- |
| Research Supervisor’s comments. Please include any information or other sums that might be available for this project if applicable and whether this trip is an essential part of the student’s course. |
| **Signature:** | **Date:** |

*If you do not have your signature electronically then please type your name*

**Please now send or email****the completed form, as a word document (not pdf), to Dr Coombs (****registrar@pem.cam.ac.uk****).**