

Note to students seeking a grant from the College
to attend a conference or other meeting,
or as a contribution towards certain other research-related expenses.

There is no automatic entitlement to any grant whatever. Grants are available for all students. The normal maximum contribution to cost would be £300 for an M.Phil student, £600 for a Medic or Vet (Elective) and £1000 for anyone continuing to a Ph.D.

Please note that this College, along with many (perhaps not all) Colleges, declines to fund trips organised by your department. If these are “recommended”, “strongly recommend” or “required” by your department, then they should be funded by the department, or the additional expenditure required should be declared to you at the time of your admission, and be a part of the financial guarantee you give the Board of Graduate Studies.

The College’s funds are for independent research-related activity: expenses related to primary research or for presentation of your work at a conference, for example.

- We will consider funding certain research-related expenses (eg travel to archives) where the student has no other way of funding this, and where the student’s funding body is not the proper source of such funds.
- We will consider partly funding attendance at serious conferences and academic meetings where students are presenting their own work, leading to their Ph.D.
- We do not consider requests for computing support of any sort.
- We do not “refund expenses”, post hoc.

We advise students to exhaust all available sources (grant giving body, foundations, scholarship funds, departmental funds, travel funds) and present a (putative) funding portfolio showing the hoped-for College contribution and his/her own contribution to the cost, set in the context of the total funding secured. Personal contribution is important, as the visit is likely to play an important part in personal and career development.

To make your case:

- 1) Prepare and present your case in writing in advance, with a covering letter to your Tutor when you have all the facts to hand. The case should state clearly the purpose of the trip, the total realistic (not inflated) costs and the intended income portfolio. You should include a copy of a letter from the conference organiser (if that is what you are applying for) accepting your paper for presentation.
- 2) Get your supervisor to write a clear letter of support to your Tutor.
- 3) Your Tutor will need to see you only if there are questions that need deeper examination.

If there is a change to the purpose for which the grant is given (eg date changes to a trip) you must obtain authorization from the Graduate Tutor or your grant will be forfeit and subject to repayment.

Aide Memoir

(Use this sheet as either an example for guidance, or a FORM, to choice)

Surname _____	Degree _____
Title _____	Subject _____
Initials _____	

Date of trip from _____ to _____

1) Statement of purpose (why is the trip essential).

2)	<u>Financial statement</u>	£
	<u>Costs</u>	
	Travel	
	Fees	
	Accommodation	
	Other	_____
	Total outgoings	£ _____

Fees should be the cheapest student-discounted negotiable. Travel at APEX rates. Accommodation at University Hall of Residence rates (where possible).

<u>Income against the expenses covered here</u>	£
Funding Body	
Department	
Trusts	
Other	
Personal Contribution	
Sought from College	_____
Total income	£ _____

3) Statement of particular circumstances, personal resources, urgency etc.
(Use separate sheet as necessary).

Signature _____

Date _____