*[Office Use Only]* Checked by: Date: Award: Authorised by: Date:

Notes:

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| **Department of Anthropology** **PGR Student Conference Travel Fund**Application Form | **CHECKLIST**[ ]  The abstract and supporting documentation have been seen and verified (Supervisor to confirm)[ ]  Have the Statements been provided by the Supervisor(s)? |

**Please read the regulations carefully before completing this form. Please TYPE or complete in BLOCK capitals. Please complete all sections. Incomplete applications will be returned.**

1. Personal Details

|  |  |  |
| --- | --- | --- |
| Title:       | First name:       | Family name:       |
| Department:       |
|  | Email:       |
| Tel. no:       |
| Please state any Scholarships/Studentships held:       |

Please give details of your current research degree registration:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CurrentDegree | Subject | Date ofRegistration | Full or Part-time | Full name of Principal Supervisor |
|       |       |       |       |       |

2. Proposal

|  |
| --- |
| Name of conference:       |
| Location:       | Date from:       | To:       |
| Are you presenting a PAPER? [ ]  Yes [ ]  No | Are you presenting a POSTER? [ ]  Yes [ ]  No  |
| If **Yes** to either, please provide a copy of your abstract AND documentation outlining acceptance of paper / poster for presentation to your supervisor for verification. |
| If **No**, please state your participation (please attach relevant documentation AND proof of registration):       |
| Please state how your request is relevant to your research:      |

3. Previous Awards

Please list any previous awards received from the Graduate School, Faculty Student Conference Fund or Dept:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of conference | Location | Award Reference No.or date of application | Amount received |
|       |       |       |       |

4. Estimated Costs & Contributions

|  |  |
| --- | --- |
| Exchange Rate (if applicable - please use the [www.xe.com](http://www.xe.com) currency converter): | £1 =       |
| **Travel:** (please give details)       | £       |
| **Total Travel:** | **£**  |
| **Accommodation:**No. of nights:       Cost per night:        |  |
| **Total Accommodation:** | **£**       |
| **Conference Fee:**       | £       |
| **Subsistence (one conference dinner only):**      **Total Subsistence:** | **£** |
| **Total Estimated Expenses:** | **£**  |
| **Assured contributions** (please give details where necessary): |  |
| Amounts assured from other organisations (please give source and amount):**Applicants are advised to apply to external bodies, where appropriate**. | £       |
| **Total Assured Contributions:** | **£**  |
| **Amount Requested from the department:** | **£** **.00** |
| **Contributions requested but not yet assured:** Organisation applied to: | Date of decision:  | Amount requested: |
|         |        |       |
|  | Date:       |
| APPLICANTS: Please send this form to your Supervisor for endorsement.  |

5. Supervisor’s Endorsement

|  |
| --- |
| Department:       |
| Full name of Supervisor (please print):       |
|  | Email:       |
| Tel:       |
| **Supporting Statement:*** Please indicate the relationship of the proposed trip to the student’s thesis.
* If the student is in their final year, please verify that the student will complete by their official submission date: [ ]  Yes [ ]  No
* Is the student’s e-log up to date? [ ]  Yes [ ]  No

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