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

Notes:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current  Degree | Subject | Date of Registration | 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 | |