

The Bartlett Doctoral Initiative Fund For Research Students and Staff Application Form 2023/24

CHECKLIST

- Has supporting documentation been attached?
- Have you signed the form? (*This may be typed*)
- Has the form been signed by your Supervisor (*This must be handwritten or electronic, not typed*)

Supervisors may alternatively e-mail a statement of support to the Built Environment Faculty Office, leanne.taylor@ucl.ac.uk

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 of Co-organiser 1

Two co-organisers to be named from different departments/institutes within the Bartlett.

Title:	First name:	Family name:
Academic department:		
Email:		
Please state if you are STAFF or a STUDENT :		
Student Number (if applicable):		
If you are a student, please state your Fee Payer and any Stipends for this academic year (not previous years):		

If you are a student, please give the title / provisional title of your thesis

2. Personal Details of Co-organiser 2

Two co-organisers to be named from different departments/institutes within the Bartlett.

Title:	First name:	Family name:
Academic department:		
Email:		
Please state if you are STAFF or a STUDENT :		
Student Number (if applicable):		
If you are a student, please state your Fee Payer and any Stipends for this academic year (not previous years):		

If you are a student, please give the title / provisional title of your thesis

3. Proposed Doctoral Initiative

Purpose (e.g. hosting symposia or conferences, collaborative workshops, skills training):

Location:

Start date:

End date:

Please describe your proposed doctoral initiative and identify the cohort(s) of research students who will directly benefit from it (please be explicit about the expected numbers of research students and which departments are to be involved) and make clear any other factors in support of your application (e.g. the extent to which this initiative is not replicated elsewhere or The Bartlett could play a leading role in this area).

4. Estimated Costs

Exchange Rate (if applicable - please use the www.xe.com currency converter): £1 =	
Travel: (if applicable)	£
Total Travel:	£
Accommodation (if applicable): Number of nights: Cost per night:	£
Total Accommodation:	£
Staff and Student Entertaining / Hospitality (if applicable): <p>Food and drink for workshops, seminars, training events and conferences that you organise is counted as 'Staff and Student Entertaining / Hospitality' under the terms of the UCL Expenses policy. This applies to events where most of those present are UCL staff and students, with some or no visitors. Please refer to that section (7.8 and 7.9). Approval from the Built Environment Faculty Office must be sought before organising or paying for any 'Staff and Student Entertaining / Hospitality'. Your expense claims should therefore match those given in your application form.</p> <p>When possible, if you are organising events they should be held on UCL premises. Catering should be arranged via your academic department office, who will use the services of UCL's catering providers when possible. Your academic department will pay and later claim back from the Faculty Office. Please include your catering costs here.</p>	£
Total Staff and Student Entertaining / Hospitality:	£
Business Entertaining (if applicable): <p>If you are buying food or drink outside of the event venue, for example in a restaurant or bar, this counts as 'Business Entertaining' under the terms of the UCL Expenses policy. This applies to staff, students and visitors (e.g. guest speakers). Please refer to that section (7.14 to 7.19). Approval from the Built Environment Faculty Office must be sought before organising or paying for any 'Business Entertaining'. Your expense claims should therefore match those given in your application form.</p>	£
Total Business Entertaining:	£
Other expenses:	£
Total other expenses:	£
Total Estimated Expenses:	£

5. Contributions

Assured contributions: (These are not essential, but where you have secured assured contributions from other funding sources, such as your academic department, please give details)		
Source 1:		£
Source 2:		£
Personal contribution:		£
Total Assured Contributions:		£
Amount Requested from the Built Environment Faculty Office:		£ .00
Contributions requested but not yet assured: (These are not essential, but where you have requested but not yet assured contributions from other funding sources, such as your academic department, please give details)		
	Date of decision:	Amount requested:
Source:		
Signature of applicant:		Date:
<p>APPLICANT: Please ensure that your Principal Supervisor completes and signs Section 5. Applications without confirmed Principal Supervisor endorsement will not be considered.</p>		

6. Principal Supervisor's Endorsement (Co –organiser 1) REQUIRED IF THE APPLICANT IS A STUDENT

Principal Supervisor (please print):	
Supervisor's academic department:	Email:
<p>Supporting Statement:</p> <p>Please include an indication of how the proposed initiative relates to the student's thesis and how it will benefit postgraduate research students of The Bartlett beyond the applicant's own academic department.</p> <p>If the student has been registered for 48 months (84 months if part-time) or more, please confirm that the student is actively progressing and is still (as affirmed at his/her upgrade) on course to complete his/her doctorate.</p>	
<p>Signature of Supervisor (<i>handwritten or electronic, not typed</i>). You may alternatively confirm your endorsement by e-mailing the Built Environment Faculty Office, leanne.taylor@ucl.ac.uk</p>	
Date:	

7. Principal Supervisor's Endorsement (Co-organiser 2) REQUIRED IF THE APPLICANT IS A STUDENT

Principal Supervisor (please print):	
Supervisor's academic department:	Email:
Supporting Statement: Please include an indication of how the proposed initiative relates to the student's thesis and how it will benefit postgraduate research students of The Bartlett beyond the applicant's own academic department. If the student has been registered for 48 months (84 months if part-time) or more, please confirm that the student is actively progressing and is still (as affirmed at his/her upgrade) on course to complete his/her doctorate.	
Signature of Supervisor (<i>handwritten or electronic, not typed</i>). You may alternatively confirm your endorsement by e-mailing the Built Environment Faculty Office, leanne.taylor@ucl.ac.uk	
Date:	

FACULTY OFFICE USE ONLY:	
Checked By:	Date:
Postgraduate Enrolled (Bartlett): Y / N	Signed Principal Supervisor Endorsement: Y / N
Debtor Status: Y/N	Previous BDF Awards:
Year of Study:	
Decision: Award // Partial Award // Reject // Hold	Signed: