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| **The Bartlett**  **Extenuating Circumstances Fund**  **For Research Students**  Application Form 2017/18 | **CHECKLIST**  Has supporting documentation been attached?  Have you signed the form? (*This may be typed*)  Has the form been signed by your Supervisor and Department Graduate Tutor (*This must be handwritten or electronic, not typed*)  Supervisors may alternatively e-mail a statement of support to the Bartlett Faculty Office, steve.ridge@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

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| Title: | First name: | Family name: |
| Institute or School: | | |
| Email: | | |
| Student Number: | | |
| Please state your Fee Payer and any Stipends for this academic year (not previous years): | | |
| If your fees are paid by a sponsor, please state why your sponsor is not funding this research project: | | |

Please give the title / provisional title of your thesis:

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2. Proposed Research (with reference to the eligibility criteria and requirements outlined below)

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| Purpose (i.e. research trip, skills training etc.): | | |
| Location: | Start date: | End date: |
| 1. Please describe your proposed project, explaining its academic merit and necessity in relation to your research.      1. IMPORTANTLY:   This fund cannot cover the many kinds of change to a research programme that arise due to **new opportunities**: such as new methods, new data sources, new ideas, new collaborations and new case studies. In such cases it is assumed that a switch to the new programme is worth doing of itself because it will yield better results; if this were not the case the researcher could decide to pursue the original programme. Rather, the fund is intended to cover cases where the original approved programme is no longer viable due to **adverse unforeseen circumstances**.  The Bartlett Faculty Office is not in a position to cover the core costs of a substantial PhD field research programme, for which it is expected that arrangements will have been made before the beginning of the student’s degree programme.  With reference to the two points above, please provide both evidence of (i) the original approved viable programme; and (ii) evidence and explanation of circumstances rendering this programme no longer viable. | | |

3. Estimated Costs & Contributions

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| 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:** | | | **£** |
| **Subsistence:**  **Total Subsistence:** | | | **£** |
| **Research Expenses** (please give details):  Total Research Expenses: | | | £ |
| **Total Estimated Expenses:** | | | **£** |
| **Assured contributions:** (These are **not** essential, but where you have secured assured contributions from other funding sources, such as your School or Institute, please give details) | | |  |
| Source 1: | | | £ |
| Source 2: | | | £ |
| Personal contribution: | | | £ |
| **Total Assured Contributions:** | | | **£** |
| **Amount Requested from The Bartlett 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 School or Institute, please give details) | Date of decision: | Amount requested: | |
| Source: |  |  | |
| *FACULTY OFFICE USE ONLY*:  Notes: | | | |
| 4. Risk Assessment (Field and Location Work)  Please ensure that your proposed research project conforms with UCL regulations on off-site working, if relevant. You may need to complete a Fieldwork Risk Assessment form. Please refer to the webpage below and direct enquiries to your Supervisor or Department Graduate Tutor in the first instance.  <http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/index.htm> | | | |
| 5. Research Ethics Approval  Please ensure that your proposed research project conforms with UCL regulations on Research Ethics Approval. You may need to complete a Research Ethics Approval application form. Please refer to the webpage below and direct enquiries to your Supervisor or Department Graduate Tutor in the first instance.  <http://ethics.grad.ucl.ac.uk/index.php> | | | |

6. Supervisor’s Endorsement

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| Name of Supervisor: | | |
| Supervisor’s Institute or School: | Email: | |
| Telephone Number: | |
| Please note that the student is advised of the following and is requested to address this in Section 2 (Proposed Research):  This fund cannot cover the many kinds of change to a research programme that arise due to **new opportunities**: such as new methods, new data sources, new ideas, new collaborations and new case studies. In such cases it is assumed that a switch to the new programme is worth doing of itself because it will yield better results; if this were not the case the researcher could decide to pursue the original programme. Rather, the fund is intended to cover cases where the original approved programme is no longer viable due to **adverse unforeseen circumstances**.  The Bartlett Faculty Office is not in a position to cover the core costs of a substantial PhD field research programme, for which it is expected that arrangements will have been made before the beginning of the student’s degree programme.  With reference to the two points above, the student must provide both evidence of (i) the original approved viable programme; and (ii) evidence and explanation of circumstances rendering this programme no longer viable.  **Supervisor’s Statement of Endorsement:**   1. Please comment upon the academic merit of the proposed project and its necessity in relation to the student’s research. 2. If the student has been registered for 48 months (84 months for part-time students) 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 (*handwritten or electronic, not typed*). You may alternatively confirm your endorsement by e-mailing the Bartlett Faculty Office, steve.ridge@ucl.ac.uk | | Date: |

7. Department Graduate Tutor’s Support

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| Name of Department Graduate Tutor: | | |
| Department Graduate Tutor’s Institute or School: | Email: | |
| Telephone Number: | |
| Please note that the student is advised of the following and is requested to address this in Section 2 (Proposed Research):  This fund cannot cover the many kinds of change to a research programme that arise due to **new opportunities**: such as new methods, new data sources, new ideas, new collaborations and new case studies. In such cases it is assumed that a switch to the new programme is worth doing of itself because it will yield better results; if this were not the case the researcher could decide to pursue the original programme. Rather, the fund is intended to cover cases where the original approved programme is no longer viable due to **adverse unforeseen circumstances**.  The Bartlett Faculty Office is not in a position to cover the core costs of a substantial PhD field research programme, for which it is expected that arrangements will have been made before the beginning of the student’s degree programme.  With reference to the two points above, the student must provide both evidence of (i) the original approved viable programme; and (ii) evidence and explanation of circumstances rendering this programme no longer viable.  **Department Graduate Tutors Statement of Endorsement:**   1. Please comment upon the academic merit of the proposed project and its necessity in relation to the student’s research. 2. If the student has been registered for 48 months (84 months for part-time students) 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 Department Graduate Tutor (*handwritten or electronic, not typed*). You may alternatively confirm your support by e-mailing the Bartlett Faculty Office, steve.ridge@ucl.ac.uk | | Date: |
| NOTE TO APPLICANT:  1. Please see CHECKLIST on the front of this form before submitting the application.  2. Please submit the complete application to: **Dr Steve Ridge, The Bartlett Faculty Office, University College London, 22 Gordon Street, London WC1H 0QB** or by e-mail to **steve.ridge@ucl.ac.uk** | | |

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| *FACULTY OFFICE USE ONLY*:  Checked By: Date:  Postgraduate Enrolled (Bartlett): Y / N Signed Supervisor Endorsement: Y / N  Debtor Status: Previous Awards:  Year of Study: Complementary Funds: Y / N  Evidence of (i) the original approved viable programme Y/N  Evidence and explanation of circumstances rendering original programme no longer viable Y/N  Decision:  Notes: |