|  |  |
| --- | --- |
| PaLS Student Conference Fund Application*Please read the regulations[[1]](#footnote-1) carefully before completing this form. Please complete all sections, save as a Word File and send to* *j.draper@ucl.ac.uk* *by email along with any supporting documentation. Incomplete applications will have to be returned*NB To check boxes, double click and set ‘default value’ to checked | **CHECKLIST**[ ]  *The abstract and supporting documentation have been seen and verified (Department to confirm)**[ ]  Have supporting statements been provided by the Supervisor and Head of Department?* |

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/Head of Department 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 PaLS Student Conference Fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of conference | Location | Award Reference or date of application | Amount received |
|  |  |  |  |

4. Estimated Costs & Contributions

|  |  |
| --- | --- |
| **COSTS** |  |
| Exchange Rate (if applicable - please use the [www.xe.com](http://www.xe.com) currency converter): | £1 = |
| Travel: (please give details)  |  |
| Total Travel: | £  |
| Conference Fee:  | £  |
| Accommodation | £ |
| No. of nights: |  | Cost per night: |  | Total Cost: |
| Subsistence:  | £  |
| No. of days: |  | Cost per day: |  | Total Cost: |
| Total Estimated Expenses: | £  |

|  |
| --- |
| **CONTRIBUTIONS** |
| **Assured contributions (please give details where necessary):** Applicants are advised to apply to external bodies, where appropriate. | £ |
| Departmental contribution (please ensure amount has been arranged with your department):  | £ |
| Amounts assured from other organisation(s) (please give source and amount): | £ |
| Total Assured Contributions: | £  |
| Contributions requested but not yet assured: Organisation(s) applied to (please give source and amount): | Date of decision:  | Amount requested: |
|  |  |

|  |  |
| --- | --- |
| **AMOUNT REQUESTED FROM PaLS GRADUATE FUNDING:** | £  |
| APPLICANTS: Please forward this form to your Supervisor and Head of Department for endorsement.  |

5. Supervisor’s Endorsement

|  |
| --- |
| Full name of Supervisor:  |
| Department:  |
| Email:  |
| Supporting Statement:* Please indicate the relationship of the proposed trip to the student’s thesis.
* If the student is in her/his final year, will s/he complete by the end of the Completing Research Student period? [ ]  Yes [ ]  No
 |

6. Head of Department’s Endorsement \*

|  |
| --- |
| I support this application: [ ]  strongly [ ]  moderately* A statement is required:
 |
| The Department is willing to contribute: | £  |
| *NB Matching contributions from the department or other sources (not including personal funds) will be expected.* |
| Name: |
| Email address: |
| NOTES: |

1. [↑](#footnote-ref-1)