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| **Application Form**  |

1. Personal Details

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| Title:       | First name:       | Family name:       |
| Department:       |
| Address (for correspondence):      | Email:       |
| Tel. no:       |
| Fee Status: [ ]  UK/EU [ ]  Overseas |
| Please state any Scholarships/Studentships held:       |
| Please provide a statement explaining why your funding body is not able to fund your proposed request:       |

Please give details of your current research degree registration:

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

Please give the title / provisional title of your thesis:

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|       |

2. Proposal

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| Please state the reason for your funding request:       |
| Location (If applicable):       | Date from:       | To:       |
| Are you presenting a PAPER (if attending a conference)? [ ]  Yes [ ]  No | Are you presenting a POSTER? [ ]  Yes [ ]  No  |
| If **Yes** to either, please attach your abstract AND documentation outlining acceptance of paper / poster for presentation. |
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| Please state how your request is relevant to your research:      |

3. Previous Awards

Please list any previous awards received from the Faculty, Graduate School Fund or Department:

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| --- | --- | --- | --- |
| Details of the award i.e. name of conference/ event/ training course\_ | Location | Award Reference No.or date of application | Amount received |
|       |       |       |       |

4. 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:** | **£**       |
| **Conference or training course Fee:**       | £       |
| **Subsistence and/or other required funds:**      **Total Subsistence/Other:** | **£** |
| **Total Estimated Expenses:** | **£**  |
| **Assured contributions (if applicable)** |  |
|  |  |
| Amounts assured from other organisations (please give source and amount):**Applicants are advised to apply to external bodies, where appropriate**. | £       |
| Personal contribution: | £       |
| **Total Assured Contributions:** | **£**  |
| **Amount Requested:** | **£** **.00** |
| **Contributions requested but not yet assured (if applicable):** Organisation applied to: | Date of decision:  | Amount requested: |
|         |        |       |
| Signature of applicant: | Date:       |

5. Supervisor’s Endorsement

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| **Supporting Statement: Please provide a brief summary of the importance/relevance that this funding will have to your student**      |
| Signature of Supervisor: | Date:       |

Please send completed application form including signatures and relevant quotes and costings to Daniella Harper daniella.harper@ucl.ac.uk office G18C, Ground Floor Drayton House.

6. For completion by the Head of Department or equivalent only

Head of Department’s Endorsement \*

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| --- | --- |
| Head of Department’s Signature (\* May include the HoD’s appointed representative, eg the DGT): | Date:       |
| Name (please print):       | Ext:       |