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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:

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| --- | --- | --- | --- | --- |
| Current  Degree | Subject | Date of Registration | 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 |
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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](mailto: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: |