

INSTITUTE OF ADVANCED STUDIES

**IAS Octagon Small Grants Fund**

**LONDON’S GLOBAL UNIVERSITY**

**APPLICATION FORM 2023-24**

**Personal Details**

|  |  |
| --- | --- |
| First name: | Surname: |
| Department: | |
| Email: | |
| I am a research student  / early-career researcher  (the fund is only open to these groups) | |

**Event Proposal**

|  |
| --- |
| Title: |
| Date(s) of activity: |
| Proposed activity (e.g. overview of activity, intended participants and audience): |
| How is the activity interdisciplinary/ cross-departmental? |
| How does the activity involve graduate students? |
| How does the activity showcase A&H or SHS research? |
| How does the activity help to build research autonomy and leadership skills for the applicant(s)? |
| How does the activity engage with staff and students at other institutions? |



INSTITUTE OF ADVANCED STUDIES

**Budget**

* **Up to £1500 is available per application.**
* **Applications may either fully fund an event or be linked to other applications for outside funding.**

|  |  |  |
| --- | --- | --- |
| Expected no. of attendees | Expected total cost: | Amount requested from Octagon Small Grants Fund (up to £1500): |
| Breakdown of likely costs (e.g. refreshments, travel expenses): | | |
| Alternative sources of funding applied for/secured (including amounts): | | |

Octagon Small Grants funds are claimed **after** the research activity has taken place. In most cases, **your department** pays any upfront costs, which are then refunded via an internal transfer of monies after the event. **All monies must be spent and claimed by 31st July 2024.**

Please mark to confirm you have discussed this with your department:

Please confirm who in your department the IAS should liaise with to refund costs incurred.

Dept admin name or email address:

Please email your completed form to Lucy Stagg ([lucy.stagg@ucl.ac.uk](mailto:lucy.stagg@ucl.ac.uk))