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| SLMS Student Conference Fund Application Form  *Please read the regulations[[1]](#footnote-1) carefully before completing this form. Please complete all sections, save as a Word File and send to r.mckenzie@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?*  **Please submit by the relevant deadline**  (see Regulations) |

1. Personal Details

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| --- | --- | --- |
| Title: | First name: | Family name: |
| Department: | | |
| Email: | | Tel. no: |
| Please state any Scholarships/Studentships held: | | |

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: | |

2. Proposal

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| 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 Graduate School or SLMS Student Conference Fund:

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| Name of conference | Location | Award Reference or date of application | Amount received |
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4. Estimated Costs & Contributions

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| **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: | | | | | £ |

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

5. Supervisor’s Endorsement

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| 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 \*

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| 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: | |
| NOTE TO DEPARTMENTS:   1. Please see CHECKLIST on front of form before submitting the application. 2. Please submit by the deadline stated in the regulations to Rachel McKenzie, SLMS ACO, at r.mckenize@ucl.ac.uk 3. Departments are requested to process expenses for the full amount of expenditure (the SLMS Graduate Funding Award plus the Departmental Award) and contact Rachel Mckenzie to request reimbursement by IDJ. Requests will normally be processed within 2 weeks of receipt. | |

1. Available at [*https://www.ucl.ac.uk/slms/aco/graduate\_funding/student\_con\_fund*](https://www.ucl.ac.uk/slms/aco/graduate_funding/student_con_fund) *see also FAQs at* [*https://www.ucl.ac.uk/slms/aco/graduate\_funding/FAQs*](https://www.ucl.ac.uk/slms/aco/graduate_funding/FAQs) [↑](#footnote-ref-1)