CHADWICK TRUST

APPLICATION FORM FOR TRAVELLING SCHOLARSHIP

Before completing an application, please refer to the guidance notes at the end of the form (below) and to the [Regulations and Guidance for applicants](https://www.ucl.ac.uk/students/sites/students/files/regulations_and_guidance_2021-22.pdf).

# Section A – Project and Programme Details

## Applicant Details

**Title:** Dr / Miss / Mr / Mrs / Ms

**Full name:** [Type here]

**City and country of permanent residence** (full contact details are requested in Section C):[Type here]

## Proposed Project Details

**Title of project:** [Type here]

**Research question to be addressed:** [Type here]

**Are you participating in a joint project?** (please delete as appropriate)*:* Yes / No

**Amount requested from Chadwick Trust** (see note vi for guidance):**£** **[Type here]**

**Estimated total cost of study:** £ [Type here]

**Period of study proposed with Chadwick Trust Travelling Scholarship** (please give approximate dates):[Type here]

## Programme Details

**Current programme of study:** [Type here]

**Department:** [Type here]

**Year of study:** [Type here]

**Previous employment** (if applicable): [Type here]

**Career plans** (please provide a brief summary): [Type here]

# Section B – Tutor / Academic Advisor’s Statement and Referees

## Tutor / Academic Advisor’s Statement

I support this application and, if awarded, I will seek to ensure that the applicant complies with the terms of the award, including the provision of a report on work undertaken and funds expended.

**Name of Tutor / Academic Advisor:** [Type here]

**Signature of Tutor / Academic Advisor:**

**Date:** [Type here]

## Referees

Two referees are required, one of whom should be your Tutor or Academic Advisor. You are responsible for contacting your referees yourself to ask them to submit a reference (see note iii below).

**Name of Referee 1:** [Type here]

**REFEREE 1 CONTACTED BY APPLICANT?** Yes / No

**Name of Referee 2:** [Type here]

**REFEREE 2 CONTACTED BY APPLICANT?** Yes / No

# Section C – Applicant Details

## Applicant Contact Details

**UCL email address:** [Type here]

**Telephone number:** [Type here]

**Term-time address:** [Type here]

**Permanent address:** [Type here]

## Applicant Signature

Local Privacy Notice: by submitting this form I acknowledge that I am aware of the Chadwick Trust [Local Privacy Notice](https://www.ucl.ac.uk/students/sites/students/files/chadwick-local-privacy-notice.pdf) (see note ix below).

**Signature of candidate:**

**Date**: [Type here]

# Section D – Additional Details to Be Submitted

## Project Proposal

The Project Proposal should be a maximum of two sides of A4 in Arial font (size 11). The Proposal should be structured as follows:

* The proposed location and purpose of study, ensuring that you outline your research aims for the project (N.B. those individuals who are working together on a joint project but who are submitting separate applications should indicate their own personal research aims).
* Detailed methods of study;
* Information on any preliminary enquiries/arrangements already made, and any correspondents / contacts overseas;
* Specific arrangements for carrying out the project;
* An estimate of the costs of travel to and from the location, local travel, food and accommodation;
* An estimate of any cost of facilities expected to be provided by local organisations;
* A statement of all other applications, requests or searches for funding made by the applicant in connection with the proposed project.

## Personal Statement

Your personal statement should be a maximum of a separate single side of A4 in Arial font (size 11). The personal statement should include (but is not limited to):

* A demonstration of how your project is relevant to the aims of the Chadwick Trust and why it is worthy of receiving funding through the Trust. You should evidence your understanding of the objectives of the Chadwick Trust and make clear the linkages between these objectives and your project brief;
* An explanation of how your project is relevant to you personally as well as to your career;
* An explanation of what you hope to achieve from carrying out the project and how this will be possible i.e. in terms of research outcomes, supporting public benefit and/or learning interdisciplinary skills;
* A demonstration of the relevance and contribution of your project to your programme of study.

## Budget Outline

On a separate single side of A4, please include a budget outline for your project.

# Notes

1. This application form and the additional supporting details requested in Section D must be submitted by email to the Secretary to the Chadwick Trust at secretariat@ucl.ac.uk by no later than 23:59 on 6 February 2024.
2. All applications will be acknowledged.
3. Applicants are requested to contact their referees themselves in order to request that they provide the Trustees with a completed and signed reference form, sent to the email address noted above in item (i) by no later than 23:59 on 6 February 2024. Reference forms are available [online](https://www.ucl.ac.uk/students/fees-and-funding/fund-your-studies/chadwick-trust).
4. Application forms and supporting documentation received by the closing date will be considered by the Trustees. The Trustees are unable to consider retrospective applications and consideration may only be given to candidates undertaking projects after March 2024.
5. Although a decision is usually made on the basis of the application alone, the Trustees reserve the right to call applicants for interview.
6. Student proposals and requests for funding from the Trust should not exceed the maximum threshold of £1,250 for undergraduate students. Due to the limited nature of the funds available, the final amount awarded to successful project proposals is at the discretion of the Trustees and may be less than that initially requested.
7. The Trust will not fund open access publication fees.
8. Following notification of the outcome of applications, all applicants will be invited to complete and submit a survey to provide data for the purposes of equal opportunities monitoring. Applicants are strongly encouraged to complete the survey in order to help the Trust monitor the diversity of its applicants year on year.
9. Please see the [Chadwick Trust Local Privacy Notice](https://www.ucl.ac.uk/students/sites/students/files/chadwick-local-privacy-notice.pdf) for details of why and how your personal data is collected in relation to the activities of the Chadwick Trust.