**Vacation Project Accommodation Form for Undergraduate Students**

Vacation Project Accommodation Allowances may be awarded to Undergraduates staying in College accommodation over the Long Vacation whilst taking part in research projects or academic-related internships in or near Cambridge (not directly related for parts of undergraduate course work).

**Please forward the completed form onto the Tutorial Officer**

**(**[**Tutorial.Anne@fitz.cam.ac.uk**](mailto:Tutorial.Anne@fitz.cam.ac.uk)**)**

|  |  |
| --- | --- |
| **STUDENT DETAILS** | |
| Full Name |  |
| Email |  |
| Subject |  |
| Current Year of Study |  |
| Tutor |  |
| Director of Studies |  |
| **RESEARCH DETAILS** | |
| Title of Project |  |
| Length of the Project |  |
| Exact Dates of the Project |  |
| Name of the Department/Company |  |
| **FURTHER RESEARCH DETAILS**  **(**INCLUDING AN INDICATION OF THE RELEVANCE OF THE RESEARCH TO YOUR FUTURE ACADEMIC WORK**):** | |
|  | |

|  |  |
| --- | --- |
| **FINANCIAL DETAILS** | |
| Total Anticipated Costs (£) |  |
| Personal Funds Available |  |
| Have you applied for support from your department or other sources? |  |
| Please give details and the amount of any award/remuneration for doing this project (£) |  |
| Detailed Budget (Accommodation, Travel Involved, etc…) |  |
| **DECLARATION BY APPLICANT** | |
| I declare that the information I have given is correct to the best of my knowledge. If it is discovered that I have knowingly given false information, I understand that I will be required to repay any Travel Award I have received and may be subject to disciplinary action by the College.  **Applicant Signature: Date:** | |

**You must now obtain comments and signatures from your Tutor and Director of Studies**

**Tutor’s Signature:**

**Date:**

**TUTOR’S RECOMMENDATION AND FURTHER COMMENTS**

**DoS’s Signature:**

**Date:**

**DIRECTOR OF STUDIES’ RECOMMENDATION AND FURTHER COMMENTS**

**Please forward the completed form onto the Tutorial Officer (**[**Tutorial.Anne@fitz.cam.ac.uk**](mailto:Tutorial.Anne@fitz.cam.ac.uk)**)**

**Data Protection:**

The personal data that you have supplied will be used for the purpose of administering this award. All data will be processed and stored in accordance with the Data Protection Act 1998. By completing this form you consent to the use of your personal data for these purposes.

Please note your data may be shared with the University, in accordance with our standard agreement, but will not be passed on to any other Third Party unless you separately agree. If you are successful, the outcome of the award will be recorded on your CamSIS record. Otherwise, the personal data associated with this application will be deleted when it is no longer required.

The College’s data protection policy is available at [https://www.fitz.cam.ac.uk/about/official-](https://www.fitz.cam.ac.uk/about/official-information/data-protection) [information/data-protection](https://www.fitz.cam.ac.uk/about/official-information/data-protection)