

## Application Form

### Financial Support for Graduate Students – Research, Travel and other Academic Purposes

The College has several funds which provide support for research and related activities, including travel and conference attendance, by graduate students who are members of Fitzwilliam College.

All of these funds derive from the generosity of alumni: The Fitzwilliam Society Trust Research Fund disburses income from capital accumulated by the Fitzwilliam Society over many years; the Student Opportunities Fund is supported by recent donations by alumni as part of the on-going College Appeal; and the named funds originate in donations or bequests by individuals.

For details and conditions see: <http://www.fitz.cam.ac.uk/college-life/finance/graduate/funding>

Please allow at least ten days for a decision, after submission of the form complete with comments by your Supervisor and your Tutor. Retrospective applications cannot be considered.

The maximum support available is £400 / year and no single award will normally exceed £250.

Please do not use this form for application to funds that provide scholarships, or maintenance support.

#### PERSONAL INFORMATION

Name

Email Address

Correspondence Address

#### COURSE INFORMATION

Academic Programme:

Admit Term (for that course):

Department:

Year of Research:

Main source of Funding:

**ACTIVITY FOR WHICH FUNDING REQUESTED**

Activity *(if a Conference please give name of Conference)*

Location

Dates

**Please complete if you are attending a Conference or Meeting and will be making a formal contribution**

I am contributing:                      a Paper                          other Contribution        Please specify.

**BREAKDOWN OF THE COSTS**

|                             |  |
|-----------------------------|--|
| Travel                      |  |
| Accommodation               |  |
| Conference registration etc |  |
| Other Expenses              |  |
|                             |  |
| Total Expenditure required. |  |

**OTHER FUNDING**

Please state other sources of funding you have applied for (including the amount and when you expect to hear the result).

Funds which have already been provided or promised

Signature of Applicant

Date .

**All successful applicants should submit a short (150 words) report summarising the contribution of the activity/conference to their ongoing research and future career. This should be submitted to the Graduate Officer within 3 weeks of return ([graduate.officer@fitz.cam.ac.uk](mailto:graduate.officer@fitz.cam.ac.uk)) and should be written in the knowledge that it may be passed on to donors.**

|   |                                      |
|---|--------------------------------------|
| <b>TO BE COMPLETED BY PRINCIPAL SUPERVISOR / COURSE DIRECTOR/DIRECTOR OF STUDIES (as appropriate)</b>   |                                      |
| Name  | Role (Supervisor / Course Director ) |
| <p>Please add your recommendation for the student's participation in this activity and explain why the expense is necessary and could not have been reasonably anticipated at the time of admission to the course. Please also comment on the desirability of this activity as part of the student's studies.</p>   |                                      |
|   |                                      |
| <p>Is the Department able to offer any financial support for this activity?</p> <p>Yes      <input type="checkbox"/></p> <p>No        <input type="checkbox"/></p> <p>Value £.....</p> <p>If No, please comment in the space above</p> <p>Is the activity directly related to the candidate's research <input type="checkbox"/> or of broader educational relevance <input type="checkbox"/></p> <p>Supervisor/Director's signature ..... Date .....</p> <p><b>The College cannot support requests for Departmentally-organised group activities (such as field trips), or for additional course costs that are specified at the time of admission.</b></p> |                                      |

*When the Applicant and Supervisor sections have been completed the form should be forwarded to your Graduate Tutor.*

|                                     |      |
|-------------------------------------|------|
| <b>TO BE COMPLETED BY THE TUTOR</b> |      |
| Name of Tutor:                      |      |
| Tutor's comments and recommendation |      |
|                                     |      |
| Tutor's Signature                   | Date |

*Once the Form is complete, please send to Sue Free, Graduate Officer, Fitzwilliam College.*

**Personal data statement**

- The personal data that you have supplied will be used for the purpose of administering travel awards. All data will be processed and stored in accordance with the Data Protection Act 2018. 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, or the College is under a legal obligation to do so.
- 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.
- For more information about how we use your data and the College's data protection policy see <https://www.fitz.cam.ac.uk/about/official-information/data-protection>