**POSTGRADUATE STUDENT RESEARCH GRANTS**

**APPLICATION FORM**

Financial support is given for travel, accommodation, subsistence costs and conference registration. Research expenses are ineligible.

There is no deadline for applications, and students may apply as many times as they wish. The application must normally be made before the cost is incurred, and always before the research trip. In exceptional circumstances, the application can be received after the cost is incurred, but only if the application has been discussed in writing with the Tutor before the costs are incurred, and the Tutor has agreed in writing to accept the late application.

The maximum total sum awarded within a PhD course to a student is normally £1000. If the student has Leave to Work Away for one or more complete terms, they are eligible for up to £500 extra per term of leave.

* For small size requests up to £100, up to £100 may be awarded.
* For medium requests £100-£300 normally 50% of the costs are awarded.
* For larger requests, awards in the range £300 to £500 are awarded, up to 50% of the eligible costs. Students in their third year, giving oral presentations, attending their first conference, and strongly supported by the supervisor will receive the higher level of awards.
* Award sizes may be reduced later in the academic year in order to conserve funds to allow more applicants to receive awards.

Postgraduate students are asked to complete all questions in Section A and then pass the form to their Supervisor for Section B to be completed.

**The Supervisor should be asked to upload the form DIRECT to the Postgraduate Officer, Academic Office via the College document upload portal at:**

[**https://forms.magd.cam.ac.uk/academic/academic-document-upload/**](https://forms.magd.cam.ac.uk/academic/academic-document-upload/)**.**

**Any questions should be emailed to** **postgraduates@magd.cam.ac.uk****.**

**SECTION A**

1. Full name:

2. E-mail address:

2. Year of postgraduate study:

3. Degree for which you are registered:

4. Topic of research:

5. Have you applied for LTWA for this trip? Yes / No
Is this for one or more complete terms of leave? Yes / No

6. Do you hold any award or scholarship? Yes / No

 If so, please specify the source and amount

 (e.g. AHRB, EPSRC etc): £

***Please complete Part A, B, or C***

**A CONFERENCE** Yes / No

Title of the Conference:

Location:

Date of the Conference:

Will you be presenting an oral paper? Yes / No

Will you be presenting a poster? Yes / No

What, if any, is the title of your presentation?

How much time (in minutes) has been allocated to your item?

Why do you wish to attend this Conference?

How much is the Conference fee which you will be charged? £

Give details of travel arrangements and costs to attend the Conference: £

Give details of accommodation and other subsistence costs associated

with the Conference: £

**B** **RESEARCH TRIP** Yes / No

What is the purpose of this trip?

What are the dates of this trip?

Approximately how many such trips do you expect to undertake during your time at Magdalene?

What will this trip cost in total? Please show details of accommodation and travel, with costs.

Do you have Leave to Work Away?

**C** **OTHER PURPOSE** Yes / No

Please specify:

**TO BE COMPLETED BY ALL APPLICANTS**

How much money do you need

a) in total? £

b) from Magdalene? £

Have you received an award from Magdalene before? Yes / No

If so, when? How much did you receive? £

Which other sources of funding for this purpose are available to you? It is expected that your Department will be able to provide some support.

What success have you had with your application to the above?

Do you still intend to undertake this venture if you fail to obtain full funding?

**Declaration.**

The information provided is true and complete. I understand any funds obtained must be used entirely for the purposes stated, and I will return unused funds.

Signature ……………………………….

Date ……………………………….

**SECTION B. SUPERVISOR’S REFERENCE:**

The Supervisor is asked to state if this grant is requested for a conference or research trip which is, for the student’s work, in the Supervisor’s opinion *(Please select one)*

1. essential
2. highly desirable
3. useful
4. peripheral
5. irrelevant

The Supervisor is asked to comment briefly on the proposed visit and on any other funding which has been or is thought likely to be forthcoming:

Supervisor’s Name: ……………………………. Department/College: (or address if not in Cambridge…………………..

Telephone Number: …………………………….. E-mail address: ………………………………

Signature of Supervisor: ………………………… Date: …………………………………………

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**SECTION C: TO BE COMPLETED BY THE COLLEGE OFFICE**

Total annual funding received by student £

Outstanding College bills/Tuition fees, if any £

**SECTION D: TO BE COMPLETED BY THE POSTGRADUATE TUTOR**

Application approved/not approved/referred to the Senior Tutor.

Sum to be disbursed: £

from the: Postgraduate Tutor’s Research Fund 🞏

LTWA Fund 🞏

Total received by this applicant since starting his/her course: £

Signature of Tutor: ………………………………………..….. Date: ……………………………

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**SECTION E: TO BE COMPLETED BY THE SENIOR BURSAR**

Endorsement

Signature: ………………………………………………………. Date: ……………………………

Updated April 2023