



APPLICATION FOR A TRAVEL AND/OR RESEARCH GRANT 2019-20

Please ensure all sections are completed, including the statement of support, and return to Liz Howdill, Academic Administrator, Tutorial Office, Magdalen College, **by noon on Wednesday of 0th, 3rd, or 6th Week** of the term before the vacation in which you wish to travel or undertake your research (or by one of those deadlines in the term in question in the case of graduates attending conferences during term-time). See the back of this form for details. All questions must be answered as informatively as possible. **Successful applicants will be notified by hard copy letter, which should be taken to the Accounts Office to receive the award.**

FULL NAME:

COURSE & SUBJECT:

EXPECTED COURSE COMPLETION DATE:

DATES OF TRIP/RESEARCH:

MAIN DESTINATION(S) OF TRIP:

DESCRIPTION OF RESEARCH AND/OR PURPOSE OF TRIP:

ESTIMATE OF TOTAL COST: £
(as precise as possible breakdown by category is **required** e.g. accommodation cost, flight cost)

OTHER SOURCES OF MONEY AVAILABLE FOR THIS TRIP:

Self or family £

Other grants £

PREVIOUS TRAVEL AND/OR RESEARCH GRANTS RECEIVED:

From College £

Other sources: £

STATEMENT of SUPPORT

*Undergraduate and Clinical Medical students are required to obtain this support from their College Tutors.
Graduate students are required to obtain this support from their University Supervisors.*

I support this application and certify that the travel/research (please tick one item below):

- a) is essential for his/her studies, *or*
- b) will be beneficial to his/her studies

Please provide a brief explanation for the necessity or benefit here:

Signed: PLEASE PRINT NAME :

Date:

TRAVEL AND/OR RESEARCH GRANTS 2019-20

The Tutorial Board is prepared to consider applications from Junior Members of the College for assistance towards costs relating to travel and/or research. The guidelines are as follows.

Travel and/or research related to studies

Grants will be made to cover costs which are incurred as a result of **travel and/or research** directly linked to the applicant's course. These costs may include travel and related expenditure (which may include accommodation and conference fees), but exclude books, stationery, computer equipment, and photocopying. The amount of any grant depends upon the importance of the travel and/or research for the course being undertaken and is subject to a maximum of £1,050 ("essential" travel/research) or £750 ("beneficial" travel/research) awardable to a student during his or her time as a Magdalen undergraduate or graduate, except in the case of clinical medical students, where the maximum is £1,400, to allow for placements and electives. Grants received during an undergraduate course do not count towards the maximum amount available for a graduate student, but grants received during previous graduate courses do count towards the maximum award for a graduate student. **In every case, the grant will be limited to 75% of the total expenditure being incurred.**

Please note that you may apply on the form for a grant towards the costs of embarking on the TEACH FIRST programme immediately on completing your degree (the application needs to be made according to the standard procedures for Travel and/or Research Grant applications while you are still a Magdalen student).

Applications should be made in the term before the vacation in which you wish to travel or undertake your research **by noon on Wednesday of 0th, 3rd, or 6th Week** (or by one of those deadlines in the term in question in the case of graduates attending conferences during term-time). Your application will be considered at the meeting of the Cases Committee in the following week, which will make recommendations to the next meeting of the Tutorial Board. Retrospective applications for support of travel and/or research undertaken **in the previous vacation (but no further back)** can also be considered.

Please note that any travel/research grant awarded is for the purpose specified and does not facilitate in any way any further financial call on the College directly or indirectly.

Cancelled trips

Junior members who have been awarded a travel grant by the Board and who have incurred expenditure in planning their visit, but whose proposed visit cannot subsequently take place for reasons outside their control, may be permitted to claim all or part of the award, subject to the following conditions:

The applicant should provide a short written statement explaining the circumstances leading to the cancellation of the proposed visit. This should include proof of expenditure (such as receipts), together with evidence that they had taken reasonable precautions to insure themselves against the risk of cancellation, as well as a statement concerning any compensation provided by (or anticipated from) the insurer. This statement, or an independent letter, should be submitted to the Senior Tutor/Tutor for Graduates by the tutor who originally countersigned the travel grant application, certifying that the circumstances leading to the cancellation were beyond the applicant's control. The award of a grant in this category would count in the normal way towards the total maximum available to junior members during their time as Magdalen graduates or undergraduates.

General

Those students who will have completed their Magdalen course or submitted their thesis before the date of the Travel/Research are not eligible to apply for a grant; those whose status is suspended are not eligible to apply for or receive a Travel/Research Grant during the suspension of their status. Graduates holding research awards that provide finance for travel (e.g. British research councils, Rhodes Trust, Marshall Aid Commemoration Commission, etc.) should approach their funding bodies in the first instance.

Forms are available from the window-sill on the ground floor of Grammar Hall or on the College website and require the signed support of the applicant's tutor or supervisor, together with an explanation of the usefulness of the travel and/or research for study purposes. All questions must be answered as informatively as possible.

Travel not related to studies

Application for funds towards summer internships not directly related to your course of study must be submitted on the separate form for Summer Internship Grants 2019-20.

Dr M P Pobjoy, Senior Tutor/Tutor for Graduates
September 2019