

**Application for Fieldwork Funds**

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| Surname, Forename |  |
| Email address |  |
| Course of Study |  |
| Current Year of Study |  |
| Date of First year Registration |  |

**Section 2 - Details of your Leave to Work Away**

Before you fill in this form you must either already have Leave to Work Away approved OR have initiated the process. The same applies for your Risk Assessment and, if required, Ethical Approval for your research.

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval** | **ETHICS** | **RISK** | **LTWA** |
| **I have permission confirmed for** | Date confirmed | Date Confirmed | Date Confirmed |
| **I have applied for permission; my application is with** |  |  |  |

* I have completed the compulsory Risk Assessment Training
* I have signed up for the compulsory Risk Assessment Training on \_\_\_\_\_\_\_\_\_\_\_ and will complete a Risk Assessment prior to travel

|  |  |
| --- | --- |
| Terms of Leave to Work Away applied for/to be applied for |  |
| Dates of Travel | Depart  Return |
| Travel Destination/s |  |

**Section 3 - Current source of funding and fee liability**

You are required to state your source of funding and should approach any sponsor in the first instance to apply for research costs.

|  |  |
| --- | --- |
| Fee Status (i.e. Home/EU, Overseas) |  |
| Who pays your fees? Sponsor/Self-Funded |  |
| If you have a sponsor, do they provide funds for research expenses? Please provide full details of the information regarding this (a simple yes/no will not be sufficient). |  |
| Have you applied to any other sources of funding and been successful/are awaiting the outcome? Please provide full details. |  |
| Have you applied to or received any College funding? Please provide full details. |  |

**Section 4 - Details of your Research**

Please provide details of your proposed research trip, and your overall PhD research proposal.

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**Section 5 - Application for travel and accommodation expenses.**

Priority will be given to these claims; that does not preclude the possibility of claiming for other costs (see below).

Please give full details of the anticipated costs, including where possible links to quotes from travel websites such as Skyscanner and/or Booking.com.

Students are expected to travel by the most economical means and, once security/logistical concerns have been taken into account, to try to find the most reasonably priced accommodation.

**Accommodation costs.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates from | Dates To | Country/City | Accommodation type (i.e. homestay, hostel, hotel) | Cost of accommodation on fieldwork | Cost of accommodation for equivalent period in Cambridge | Will you still be expected to pay accommodation in Cambridge whilst working away? (Yes/No) | How much more than your usual accommodation costs will you incur for this period away?\* |
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|  |  |  |  |  |  | **TOTAL** |  |

\*E.g.

* if you spend a week in Buenos Aires for £50 a night, and still pay rent in Cambridge at £250 a week during this time, you pay £600 altogether- £350 more than the 250 you usually would.
* If you spend a month in Paris for £1500, but don’t have to pay your usual Cambridge rent of £1000 PCM, you pay £500 more than you usually would (1500-1000)

**Travel costs.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates from | Dates To | Departure from | Destination | Expense type (e.g. train ticket, air fare, etc.) | Cost |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **TOTAL** |  |

**Section 6 - Application for additional research costs**

Please use this section to list claims for other research expenses such as language learning, entrance to archives, visiting scholar fees, employing fieldworkers to assist with data collection (e.g. conducting door to door surveys) and to act as translators etc.

**Additional costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates from | Dates To | Location | Expense type (e.g. translator hire etc.) | Cost | Additional information |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  | **TOTAL** |  |

* I confirm that I have fully planned and researched the above expenses and will definitely incur these costs during my fieldwork.

**You will need to ask your supervisor to complete Section 7 as part of this claim.**

**Section 7 – To be completed by the Supervisor of students claiming additional research costs**

I confirm that I have discussed the proposed research with my student and have agreed that –

* The proposed research is feasible
* The duration of the research trip is reasonable
* The costs above are reasonable
* The costs above are essential to the success of the research project, taking into context the funding constraints

If you wish to make any further comments in support of your students’ claim, please use the box below -

|  |
| --- |
|  |

**I agree to return any unspent funds with in a month of my return to Cambridge and I will provide full receipts for all expenses made.**

**Section 8 – Signatures**

***Electronic signatures are acceptable***

**Signature of Student:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of Supervisor** (*Supervisors are asked to approve that expenses are reasonable)*

**Signature of Supervisor:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (block letters):

Please make sure that you register your bank account details on Camsis, so that once your claim has been approved, payment can be made. The instructions for how to do this are on Moodle: <https://www.vle.cam.ac.uk/course/view.php?id=253795> You will need to enter your name exactly as it appears on your bank account.

**Please return your fully completed form to Hayley Askew (**[**PhDadmin@polis.cam.ac.uk**](mailto:PhDadmin@polis.cam.ac.uk)**). Thank you for your application. We aim to communicate the result to you by e-mail within a few days of the deciding committee meeting.**

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**FOR OFFICE USE ONLY**

**ERF applications approved**

**Date:**

**Funding Approval:**

**Cost approved**:

**Assessed by:**

**Date:**

**Authorised by:**

**Date:**

**UPS3 Form sent to student:**

**Copy passed to finance office:**