**Application for Fieldwork Funds**

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| Surname, Forename |  |
| Email address |  |
| Course of Study |  |
| Current Year of Study |  |

**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.

Please tick the appropriate boxes and supply the relevant information.

* I have permission for Leave to Work Away, confirmed by the Student Registry on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have applied for Leave to Work Away and my application is currently with my Supervisor/Department/College/Degree Committee (please circle)
* I have completed the compulsory Risk Assessment Training and have had my Risk Assessment approved
* I am in the process of having my Risk Assessment approved by my Department
* I have signed up for the compulsory Risk Assessment Training on \_\_\_\_\_\_\_\_\_\_\_ and will complete a Risk Assessment prior to travel
* I received Ethical Approval for my proposed research from the Research Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have applied for Ethical Approval for my proposed research and am awaiting approval

|  |  |
| --- | --- |
| Terms of Leave to Work Away applied for/to be applied for |  |
| Dates of Travel |  |

**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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates from | Dates To | Country/Countries to be visited | Fieldwork expense type (i.e. travel or accommodation) | Cost A | Normal Cost at Cambridge B (see note below) | Cost **in addition to normal costs in Cambridge** (A-B) |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | £ |
|  |  |  | **Total** |  |  | **£** |

(N.B. Please only list your Cambridge accommodation costs if you will have to continue paying these whilst you are away)

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

**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.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates from | Dates To | Country/Countries to be visited | Fieldwork expense type (i.e. travel or accommodation) | Cost A | Normal Cost at Cambridge B | Cost **in addition to normal costs in Cambridge** (A-B) |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  | **Total** |  |  | **£** |

**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 -

|  |
| --- |
|  |

**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 return your fully completed form to Jenna Kapaun (**[**jlk51@cam.ac.uk**](mailto:jlk51@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.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

Approval:

Cost approved:

**Assessed by:**

**Date:**

**Authorised by:**

**Date:**

**UPS3 Form sent to student:**

**Copy passed to finance office:**