



JESUS COLLEGE CAMBRIDGE

**APPLICATION FOR A GRANT FROM THE GRADUATE RESEARCH FUND
FOR MASTER'S STUDENTS**

- (1) The Graduate Research Fund for Master's students offers limited financial assistance for research-related expenses normally to those graduates who are currently registered on Master's courses recognised by Research Councils for 1+3 studentships or for Master's courses which are considered part of doctoral training. Exceptionally, applications to support the preparation of a thesis by students on a taught Master's course could be considered if adequate supporting evidence is provided to show the relationship of the Master's thesis to doctoral research and/or progression to the doctoral programme.
- (2) Support will normally be limited to the cost of economy travel, accommodation and registration fees for conferences, research trips or placements and archival research. The Fund will not cover teaching-related or subsistence costs incurred by students as an integral part of their course or towards travel on course-organised trips. Nor will the Fund cover remedial English or foreign language teaching. Claims will not be entertained for the purchase or transportation of equipment or other incidentals.
- (3) The College expects the student to use the *most economical route, accommodation and method of travel* including the use of cheap fare facilities such as discounted student or special rate airfares, midweek/saver returns and Student Railcard Travel (Student Railcards are obtainable online or from the railway station). Visa costs will not be covered. The cost of meals and subsistence may not be claimed.
- (4) The College expects that every effort will be made to obtain a contribution to the costs from other sources.
- (5) **College will only consider applications supported by the applicant's supervisor and with evidence of the total anticipated expenditure in GB pounds sterling. Applications should be submitted in advance of the event.**
- (6) Grants will generally be distributed only after receipts are received. Should the College grant be required to facilitate the event, application should be made in writing to the Graduate Tutor with supporting documentation.
- (7) If for whatever reason anticipated total expenditure is not incurred, the applicant will be expected to reimburse College accordingly.
- (8) You may expect to receive up to one third of your total anticipated expenditure.

The applicant should complete Section A and return the form to the Graduate Tutor with the appropriate evidence of the total anticipated expenditure in GB pounds sterling showing conversion rates where applicable. Section B should be completed by the applicant's supervisor and returned to the Graduate Tutor. Section C must be completed by the applicant immediately after the event/activity and returned to the Graduate Office accompanied by receipts confirming the *total amount spent* for the event in GB pounds sterling showing conversion rates where applicable.

SECTION A

Name of applicant: _____ CRSID: _____ Subject: _____
University Department: _____ Supervisor: _____

DESCRIPTION OF ACTIVITY

1. CONFERENCE ATTENDANCE

Title of conference/course/workshop you are attending:

Venue/city/country:

Date of proposed activity:

Are you presenting a personal or joint paper/poster at the event?

Please turn to page 2 to list anticipated/expected expenditure in GB pounds sterling

2. RESEARCH ACTIVITY

Venue/city/country:

Date of proposed activity:

What will the proposed project contribute to your research:

.....
.....
.....
.....

Please list below details of your proposed travel arrangements and attach supporting evidence of costings:

Estimated expenditure (in sterling)	£
Travel costs	
Accommodation	
Other (please specify)	
TOTAL	

FINANCIAL ASSISTANCE

(a) You are expected to obtain assistance from other sources. Please give details of any sums applied for/promised. Include results where known.

(b) Please give below details of how your studies are funded / sponsors / self funded etc.:

I believe the above information to be correct, and I confirm that I do not expect to receive any other income than that detailed above.

Signed:

Date:

SECTION B – JESUS COLLEGE DOCTORAL RESEARCH FUND – grant application form

TO BE COMPLETED BY THE APPLICANT’S SUPERVISOR and returned direct to the Graduate Office at Jesus College

Name of Applicant:

Event name and date:

Comments on case and cost:

Funding available from Department/alternative source?:

Recommendation:

Name of Supervisor (please print):

Contact details: Email:

Telephone:

Supervisor's signature:

Date:

SECTION C – JESUS COLLEGE DOCTORAL RESEARCH FUND – grant application form

VERIFICATION OF EXPENDITURE FOR ACADEMIC PURPOSES

This form, together with **all** relevant receipts, must be sent to the Graduate Tutor *no later than one month* after the approved activity. If not sent (or if insufficient receipts are included to verify the TOTAL expenditure incurred and not just that funding granted by Jesus College) the sum not verified will be charged automatically against the applicant's College account. **IT IS THEREFORE ESSENTIAL TO OBTAIN AND KEEP RECEIPTS FOR ALL EXPENDITURE FOR WHICH THE GRANT WAS ORIGINALLY SOUGHT.** Amended funding applications (after the original has been submitted) may only be accepted by the Graduate Tutors providing no decision has been made by Jesus College Council.

Name of Applicant:

Event for which grant is awarded (inc date):

Please list the receipts attached to this form and show conversion rates as appropriate

<u>EXPENDITURE and purpose</u>	<u>Sum</u>
_____	£
_____	£
_____	£
_____	£
_____	£
_____	£
_____	£
_____	£
_____	£
	<u>TOTAL</u>

I confirm that the expenses listed above were incurred in connection with the event for which the Jesus College Doctoral Research Fund grant was awarded.

Signature of applicant:

Date: