**Wolfson College**

**Travel Grant Application Form 2023-24**

Students enrolled on either an MPhil or research programmes at Masters or Doctoral level may apply for financial support towards costs incurred while presenting at conferences, or conducting fieldwork necessary to complete their current programme of study. Students on one-year taught Masters programmes (including MSc, MSt, MBA, MPP etc) may apply for financial support towards costs incurred while presenting at conferences. In all cases, funding is limited and not guaranteed, students are subject to maximum amounts and funding may be requested during the period of fee liability only. \*

If a grant is awarded, students will be asked to complete a payment request form, and will be able to claim for expenditure up to the awarded amount by submitting digital copies of invoices and travel receipts. Claims submitted without receipts cannot be accepted, and claims for food and drink will not be processed.

Applications will be accepted during term time, and will be collated and reviewed in the order received. We will aim to get back to applicants within 6 weeks, however during busy periods (such as preparing for the start of a new academic year) it may not always be possible to confirm the outcome in advance of your travel dates – particularly if the new term has not yet begun. If there are more submissions than funding available, we will unfortunately be unable to consider any further applications for the remainder of the current term / academic year. Applications received outside of term time will be carried over to the following term where we will try to get back to you as soon as possible.

Applications received after week 7 of any term will be carried forward, and will be included with submissions for the following term. Retrospective applications are permitted, providing that the period of travel took place in the current College financial year. The financial year is defined as 1 August 2023 – 31 July 2024. Submissions to be received by **Friday 19th July 2024** (applications received after this date will be carried over to MT24).

**Important information:**

* If you are successful in your application, we reserve the right to withdraw awarded grants in the event that your trip could not proceed due to illness or any other reason not covered by insurance.
* It is recommended to book travel and/or accommodation with flexible cancelation rates where possible.
* If you are successful in your application, but travel and/or accommodation bookings are cancelled at a later date due to illness, you will be expected to pursue a refund from the related parties or your insurer.
* Before confirming your travel plans, please ensure you check the relevant government webpages for the most up-to-date information. If you are travelling internationally, please ensure you also read the government’s [travel advice.](https://www.gov.uk/foreign-travel-advice)

**Further points to note:**

* Incomplete applications will be referred back to the student. If missing details are not provided by the deadlines stated, the application will be rolled forward to the next deadline once complete.
* Students will be able to submit application(s) to either present a paper at a conference or undertake fieldwork up to the following maxima:
* MSc/ MSt etc. students: up to a maximum of £300 during their studies to present a paper at a conference. Applications for fieldwork may be exceptionally considered, subject to the availability of departmental funding, however fieldwork applications are less likely to be approved due to the number of applications received.
* MPhil students: up to a maximum of £600 per trip / per academic year to present a paper at a conference or undertake fieldwork; up to a maximum of £1000 over the period of fee liability
* DPhil students: up to £600 per trip / per academic year to present a paper at a conference or undertake fieldwork; up to a maximum of £1500 over the period of fee liability. 4th year students outside of fee liability may also apply for grants when presenting results at a conference.
* The College will award no more than one grant per student per term.
* The College will not award multiple grants to assist with the same project across multiple terms.
* The College would normally expect to only make a contribution towards the full costs, and other sources of academic travel support should be approached.
* Travel must take place during the period of fee liability. Information on fee liability can be found on the University website here: <http://www.ox.ac.uk/students/fees-funding/fees/liability>.

\* Applications for support with conference presentations will be accepted for up to one year after fee liability has ended providing the maxima has not already been exceeded.

* Travel must take place before submission (research students) or before final examination or submission (taught students).
* Any funds unclaimed at the end of the period of fee liability will be returned to the central fund and used for future students. Further applications will not be possible.
* Students must be in good financial standing with the College.
* The supervisor section must be completed by the Departmental supervisor or course director (for students on taught courses).
* Masters students applying for funds to present at a conference must have confirmation from their department that their absence is authorised (if the conference falls during term or during a period that students would usually expect to be in Oxford).
* The funding available is a maxima, and is not a guarantee of funding. Maximum amounts will not be exceeded and no further funding will be available if the award limit is reached during the overall period of study.
* Funding will not normally be provided for the following:
	+ Subsistence costs (eg. food and drink)
	+ Travel into the UK from another country / Travel to or from a student’s home town or country
	+ Payments to third party participants in activities such as interviews or surveys
	+ Conference attendance (where no paper or poster is to be presented)
	+ High accommodation costs
* Funding is not guaranteed, and the amount of funding available each term is limited, so please be aware that not all applications will be successful, and students may also be awarded a lower amount than they have applied for. Priority will be given to students who have not received any support to date or who may be experiencing financial hardship. If more applications are received than are able to be awarded, the travel grant will close once all funds have been allocated for the term / year, which may result in some applications being declined.
* Completed forms must be submitted via email to academic.office@wolfson.ox.ac.uk from your University email account.
* **Payment request forms, including digital copies of receipts, must be submitted no later than 30 days after the period of travel, or 30 days after the award notification in the case of retrospective applications.** Please note that you will also need to retain any hard copy receipts in case these are requested at a later date. Where actual expenses incurred are less than the grant awarded the grant will be adjusted accordingly. Any funds that are unclaimed will be returned to the central fund and used for future applications.
* Payment will be credited to your Battels in the first instance. If payment is made to a bank account, it will be made in Pounds Sterling to a UK bank account only.
* Recipients of funding are asked to ensure they meet all departmental requirements for travel.

**PART A: TO BE COMPLETED BY THE STUDENT *(fields will expand to fit contents)***

**Personal Details**

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| **Name:** |  |
| **Student Number:** |  |
| **Supervisor’s Name:** |  |
| **Supervisor’s Email:** |  |

**Travel Details**

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| **Please select the type of travel:**[ ]  Conference PresentationConference title: Dates of conference: Type of presentation: Title of paper (where applicable): Link to conference website or agenda: [ ]  Fieldwork[ ]  OtherDetails:  |
| **Please explain the purpose of your application and its relevance to your studies:** |
| **Dates of travel (start date and return):** |
| **Destination (country and city/town):** |

**Application Details**

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| **Listing of expected costs (please specify in as much detail as possible):** |
| **Type of Cost** | **Details** | **Projected Costs** |
| Travel |  |  |
| Registration |  |  |
| Accommodation |  |  |
| Other |  |  |
| **Total expected cost:** |  |
| *Please note, costs for subsistence should not be included* |  |
| **How much are you applying for?** (Please refer to maxima in guidelines) |  |
| **Please list details of applications to/grants award from other funding sources, and when an outcome is expected (if applicable):** |
| **Signature:**  | **Date:** |

**PART B: TO BE COMPLETED BY THE SUPERVISOR**

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| **Please comment briefly on the relevance of the conference or fieldwork in relation to the student’s research, and the likelihood of receiving financial support from the Department.** If you would prefer, comments may be emailed directly to academic.office@wolfson.ox.ac.uk  |
| **Name:** | **Email address:** |
| **Signature:** *(If using a typed signature, please confirm approval via email)* | **Date:** |

**Data Protection**

* The College will use information provided on the application form for processing the application and in relation to the award of any consequential grant. It will do so in accordance with our Data Protection Policy, in line with the General Data Protection Regulation. For more information on the College data protection policy please see <https://www.wolfson.ox.ac.uk/data-protection>