**Wolfson College**

**Travel Grant Application Form 2019-20**

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 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 able to claim for expenditure up to the awarded amount by submitting an expense claim form and original receipts. Claims submitted without receipts cannot be processed.

**Further points to note:**

* Applications for travel grants should be submitted by Friday of Week 5 each term. There is an additional deadline of Friday of Week 10 for Trinity Term applications only to cover the long vacation. Applications submitted after the deadline will normally be rolled forward to the next deadline.
* 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 to support fieldwork where required by the course may also be considered however students must apply to their department for funding first.
* MPhil students: up to a maximum of £600 per annum 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 annum 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 travel 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.
* Retrospective applications are permitted, providing that the period of travel took place in the current academic year. The academic year is defined as 1 October 2019 – 30 September 2020.
* 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 not a guarantee. Maximum amounts will not be exceeded and no further funding is available.
* 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
	+ Conference attendance (where no paper or poster is to be presented)
	+ High accommodation costs
* The amount of funding available each term is limited and where applications exceed the amount available, priority will be given to students who have not received any support to date or who may be experiencing financial hardship. Students may also be awarded a lower amount than they have applied for.
* Completed forms may be submitted via email (preferred) to academic.office@wolfson.ox.ac.uk from your University email account. If it is necessary to submit a printed paper copy, please leave this with the Lodge addressed to the Academic Office.
* **Expense claim forms, including original receipts (hard copies, where possible), 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.** 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:** |  |
| **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 trip 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 projected costs for your period of travel: |  |
| **Total expected cost of trip:** |  |
| **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:** *(not required if returned via University email address)* | **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:** *(typed name acceptable if returned via University email address)* | **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/policies/data-protection-policy>.