

## GUIDELINES FOR APPLYING TO THE ACADEMIC FUND

- Matched funding

Applicants should seek parallel funding from departments and others in conjunction with any application to the Wolfson Academic Fund.

- Conferences and workshops

Applicants should be:

- Presenting at a conference or workshop
- Showing a poster
- Participating in a key role

- Travel and your carbon footprint

We ask that each Fellow consider carefully the environmental impact of any travel to be undertaken. The University's Travel Hierarchy policy is at the bottom of this document as guidance.

Online conferences are allowed with the same guidelines as in person attendance.

Please ensure that any necessary visas are in place before committing any funds for your trip.

Visa costs can be covered by the fund as part of the application.

- Purchase of books

Please ensure that books are not available in either the College or departmental libraries before applying to the Fund for costs towards purchase. Also, please note that any books purchased with an award from the Academic Fund, must be left with the Wolfson library once a Fellow leaves the College, otherwise the Fellow concerned assumes a tax liability.

- Professional development courses

Departmental funding should be sought in the first instance but if no such funds are available, the Panel may consider funding training, especially if directly linked to research work.

- Purchase of images and copyright costs

Departmental funding should be sought in the first instance but if no such funds are available, applications will be considered for access to images and other copyright material for research purposes only and up to the point of publication.

Applications for publication costs will not be considered.

- Research released as open access

Applications may be considered where other University sources of funding have been exhausted. The Panel have very occasionally agreed to fund software, editorial and research assistance.

- IT Equipment

Applications for IT equipment will not be considered.

- Retrospective claims

All claims should be for future purchases with the exception of:

- Purchase of books.
- When an event over the summer period coincides with a gap in the Panel meeting retrospective applications relating to the previous summer may be considered in the first Panel meeting of the new Academic Year, i.e. Michaelmas Term, 3<sup>rd</sup> Week. Any award granted would be set against the Fellow's total for the current year.

- Membership Fees for Learned Societies & Equivalents

Applications for membership fees will not be considered unless the membership is a requirement of attending a conference or would provide a significant discount

- Other Points of Note

- Some activities not listed above may be funded if there are surplus funds available in the budget.
- Not all approved applications will be funded to the full 100% requested.

If you have any queries regarding these guidelines, please contact the Bursar's PA  
([bursars.office@wolfson.ox.ac.uk](mailto:bursars.office@wolfson.ox.ac.uk))

## **The Oxford University Travel Hierarchy**

*All employees travelling on University business must follow this Travel Hierarchy when considering travel to reduce the environmental impact of travel. Based on the University's 2018/19 EMR submission, an estimated 30,000 tCO<sub>2</sub>e was emitted from University business travel and 21,000 tCO<sub>2</sub>e was emitted from international students travelling to and from Oxford.*

**Avoid travel** - consider whether travel is essential

- Consider alternatives such as video calls or video conferencing
- Request virtual participation at conferences
- Avoid travel, save time and money.

**Reduce your travel** - reduce your emissions by reducing the number of trips

- Avoid multiple trips to the same region by combining into longer trips
- Minimise the size of your group travelling to the same event.
- Take fewer, longer trips
- Consider combining business trips with family and leisure trips.

**Travel without flying** – within the UK or Europe these are the alternatives to flying

- Rail should be used for all domestic travel
- Eurostar should be used for travel to Paris, Belgium and Amsterdam
- Rail should be considered for other European cities with high-speed rail connections
- Rail can be combined with other modes for destinations not on a direct rail link
- Sleeper trains, booked in advance, could be used for overnight travel
- Coach
- Ferries
- Car

**Fly when there are no alternatives**, and consider the:

- Class of flight - economy class has the lowest emissions per passenger due to less space being taken up on the aircraft
- Route - fly direct is usually less carbon intensive. Indirect flights usually have longer distances, and multiple takeoff and landing manoeuvres increase emissions
- Carrier – select the most carbon efficient carrier. Use this decision tool when considering local, national and international travel.