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**Application for Education Unlocked Travel Grant**

***(for PhD and MPhil in Education students)***

Many kind donors responded to a 2019 ­campaign to support Hughes Hall Education students taking post­graduate degrees. The College is extremely grateful for this financial support, and is providing matching funding. As a result, Hughes Hall can offer travel grants to Education PhD and MPhil students for:

1. Travel to conferences or other course-related work, maximum £250 p.a. (PhD students may apply to combine two years of grant retrospectively), and
2. A once-only supplement of £100 for pilot study or fieldwork.

**Notes**

1. The College expects you to apply to your faculty and other suitable sources. Indicate these, or give reasons for not applying.
2. Applications received after your thesis submission or your course end-date, or for funding after then, will not normally be considered.

**Procedure**

* First to complete electronically up to ‘8. Student Declaration’. Please get approval from your supervisor and your College Tutor in turn, and then submit to [tutorial@hughes.cam.ac.uk](mailto:tutorial@hughes.cam.ac.uk).
* The College will normally respond within two weeks, possibly longer in July-August.
* On your return you must submit a short report and copy of all receipts for approval.
* The College will arrange to pay the grant directly into your bank account, normally within two weeks.

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| --- | --- | --- | --- |
| **1. Summary** |  | | |
| Family name |  | First name |  |
| Course: PhD, etc |  | Course title |  |
| Start term & year |  | College Tutor |  |
| Full or part time |  | Supervisor |  |
| Faculty / Department |  | | |
| Event Title |  | | |
| Event Location |  | | |
| Event Dates |  | | |

|  |  |
| --- | --- |
| **2a. Conference**  your involvement e.g. paper, poster |  |
| **2b. Pilot study or Fieldwork**:  Description |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Other Funding**  **Applic’ns** (Note 1) | Funding bodies | Date of request | Date of decision | Outcome  (known/ likely) |
| Faculty |  |  |  |  |
| Other funds |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. College Funding** |  | Date | Amount |
| Previous Travel Grant(s) |  |  |  |
| Other College Support |  |  |  |

|  |  |  |
| --- | --- | --- |
| **5. Costs** | Full details | Amount in £ |
| Travel  (in cheapest mode) |  |  |
| Registration |  |  |
| Accommodation |  |  |
| Meals |  |  |
| Visa |  |  |
| Other (give details): |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **6a. Travel grant** applied for, in light of other funding, costs and maximum available |  |
| **6b. Once-only supplement** applied for |  |

|  |  |
| --- | --- |
| **7.** a) Will you miss more than two weeks during Full Term? |  |
| b) Will you miss a Tier-4-visa contact point? |  |
| c) Does your event require a risk assessment? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8. Student Declaration** | * I declare that the information is true and complete to the best of my knowledge, and agree that the college may check my statements. * I understand that any false statement or relevant omission may make me liable to refund the grant. * I declare that I will return any part of the grant not needed for the above purpose, due to lower costs or sufficient funds received from elsewhere. | | |
| Signature  (or printed name) |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Academic Reference** | *To referee*: please complete electronically, then either print, sign and give to student, or email back to student and email copy to [tutorial@hughes.cam.ac.uk](mailto:tutorial@hughes.cam.ac.uk) | | |
| Name & role towards student |  | | |
| Benefit of travel to student |  | | |
| Signature  (or printed name) |  | Date |  |
| **10. Tutor’s Reference** | *To applicant*: submit the form (completed so far) to your tutor, who will normally want to discuss this with you in person, particularly significant aspects of sections 3, 6 and 7 above | | |
| Comments |  | | |
| Signature  (or printed name) |  | Date |  |