



APPLICATION
CLARE HALL BOAK STUDENT SUPPORT FUND

Summary

First Name:

Surname:

Type of Degree:

Course:

Department/Faculty:

Amount requested:

For what purpose will the fund be used:

NOTES

The Boak Student Support Fund provides support for students of Clare Hall to pursue outstanding research and educational opportunities. These awards are in addition to the existing Tutors' Fund for Research Support, and are intended to facilitate research and/or conference attendance requiring substantial additional support.

Awards are competitive and hence offered on a selective case-by-case basis regarding academic merit and research potential. Typically, awards range from £1,000 - £2,000 and may be used for research and conference expenses. There is no lower limit.

Both MPhil and PhD students are eligible to apply to this fund. Applications must be made by the division of each term. For 2017-18 the following dates apply: **9 November 2018, 13 February 2019, and 21 May 2019**. Applications will be reviewed by a panel of Tutors and decisions will be communicated within three weeks of the deadline for submission.

HOW TO APPLY

1. Applications should be submitted on this form and must include the signature of your course or Ph.D. supervisor. Please note that you should not incur any expenses until your application has been approved.
2. Please submit the completed form to the Tutorial Secretary, who will check that it is completed correctly. The Tutors' decision will be conveyed by email, and if approval is given you should then incur your expenses. Authorisation of payment will be made when you have submitted receipts with the Receipt Form, which should reach the Tutorial Office **within one month** of the date they were incurred. If you need payment in advance (e.g. for an airline ticket), then this must be specified in your application and, provided the award is granted, be agreed with your Tutor and the Senior Tutor. Payment in advance of travel costs will only be considered once you have submitted the official confirmation of your conference attendance (i.e. presenting a conference paper or poster).
3. Applicants for grants for travel costs are expected to use the most economical route and method of travel including, where possible, use of cheap fare facilities such as midweek/saver returns and the Student Travel Card. The cost of taxis and meals will not normally be met from the grant.
4. Students are expected to make every effort to secure funding from other sources, including the relevant Faculty or department and funding body. If in doubt, consult your Tutor.
5. A maximum of ONE application per academic year may be submitted. Where the number/value of applications exceeds resources in any given year, **preference will be given to those making their first application to the fund.**

SECTION 1

This section needs **to be completed by the applicant** prior to incurring the expense.

Name: _____

Address: _____

Phone No.: _____ Email: _____

Date of commencement: _____

Expected date of completion: _____

Amount required (in £ STERLING ONLY): _____

Signature applicant: _____

Please indicate any support which your department/faculty may provide (for conference or fieldwork expenditure)

Name of supervisor / course organiser or convenor (please print):

Signed:

Date:

RECEIPTS AND REIMBURSEMENT

Your receipts must be clearly listed and dated for each expense incurred. Non UK currencies must show the UK equivalent. Reimbursement cannot be given for refreshments and meals, unless unavoidably included in a conference registration fee. Taxi costs can only be paid if there is no other means of transport available.

The Boak Student Support Fund awards will be credited to your College account following the submission of receipts. If you do not live in college accommodation, please indicate your bank details for a transfer.

Bank Name: _____ Sort Code: _____

Account Name: _____ Account Number: _____

Signed (applicant): _____ Date: _____

RECEIPT FORM

Please see Notes on the first page of this form and use this section when handing in your receipts after approval has been given and you have made your purchases.

Name: _____

Date of original application: _____

I hereby declare that I have incurred the expenses outlined in my original application for the items listed in the attached receipts, totalling:

Signed: _____

Date: _____
