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 M.Phil and Ph.D students are eligible to apply to this fund. Applications must be made by the division of each term. For 2016-17 the following dates apply: 9 November 2017, 13 February 2018, and 14 May 2018. 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

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.

You should 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 claim 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) this must first be agreed with your Tutor and the Senior Tutor.

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.
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.

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 (to be completed by the applicant prior to incurring the expense)

Name: ______________________________
Address: ______________________________________

Phone No.: __________________________ Email: ________________________ Degree and Department:

____________________________________ Date of commencement of degree: _____________

Expected date of completion: _____________ Amount required (in £ STERLING ONLY): ______________

Please outline below your case for financial support, giving details of the purpose of the grant (i.e. to present a research paper or undertake primary research):

Statement (500 words):

___________________________________________

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___________________________________________
Details of two academic referees:

1. 

2. 

Details and breakdown of expenditure: You must give an estimated breakdown of the planned expenses, i.e. full details of any conference with title, or research visit, with locations, dates, travel & accommodation costs. If these breakdown details are not received, your application cannot be considered.
Have you applied elsewhere for this expense? If so, please give details

__________________________________________________________

Please state funding body if any ____________________________________________________________________________

Other Income: (Please specify)

__________________________________________________________________________________________________________

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.

Normally the The Boak Student Support Fund award/s 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: ____________________________  Date: ____________________________

SECTION 2 (to be completed by your supervisor or course organiser before submitting your application)

The Boak Student Support Fund awards are offered for the purposes outlined in Note 1 above. The College would greatly appreciate an indication of whether you support this application, and any comments you may have.

Recommendation and comments:

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

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

________________________________________

________________________________________

________________________________________

Signed:_________________________ Date: ______________________

Name: (please print) __________________________

RECEIPT FORM (please see notes above)

Please 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: ______________

Please follow this link to read our new Data Protection Statement:
https://www.clarehall.cam.ac.uk/files/Data_Protection_Statement_Students_0.pdf