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 Clare Hall students to pursue outstanding research and educational opportunities. These awards are available alongside the Tutors’ Research Fund, and can be used for more substantial expenses, including research and conference attendance.

Awards are competitive and are awarded on the basis of academic merit, financial need, and research potential. Typically, awards range from £1,000 to £2,000 and may be used for research and conference expenses. Applications for smaller sums are also permitted.

Both MPhil and PhD students are eligible to apply to this fund. From 2019-20 the deadline for applications will be every second month, the first deadline being 30 November 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 PhD 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 can 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.

3. Students are expected to use an economical method of travel, including discounts such as midweek/saver returns and the Student Travel Card where possible. We encourage recipients to minimise their carbon footprint and to travel by train or boat, wherever possible, instead of flying. Please arrange travel early to get the best travel discounts. 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 grant per student per academic year may be awarded. 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: ______________________________________________________
Total amount required (in £ STERLING ONLY): _______________________________________

Signature applicant: __________________________________________________________________

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):
Details of one academic referee and his/her brief recommendations (c. 300 words).

Name and academic affiliation of the referee:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Recommendation and comments:

_____________________________________________________________________
_____________________________________________________________________
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_________________________________________
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):

SECTION 2
This section is to be completed by your supervisor or course organiser/convenor before submitting your application.

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

Support: Yes/No

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