

CLARE HALL
APPLICATION TO THE TUTORS' FUND IN SUPPORT OF RESEARCH

NOTES

1. Students of Clare Hall are eligible for grants to support research. The maximum available for MPhil and other one-year students is £100 and may be used for computer equipment, software, books and research expenses. The maximum available for first year PhD students is also £100, and for their second and third years £250 in each year, and may be used for computer equipment, software, books, conferences and fieldwork expenses. Please note that for students continuing from MPhil to PhD the total amount available will still be £600: £100 as an MPhil and then £250 in each of the first two PhD years.

HOW TO APPLY

2. Applications should be submitted on this form and must include the signature of your course supervisor or organiser. **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 or the Senior Tutor.

3. PhD students applying for grants to meet 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 two applications per academic year may be submitted.

Section 1 (to be completed by the applicant **prior** to incurring the expense)

Name:

Address:

Phone No.: Email:

Degree/Department:

Date of commencement of degree:

Amount required:

Costs: (Give title and cost of book(s)/computer equipment; conference title, dates, location and reg. fees, travel and accommodation costs.)

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Have you applied elsewhere for this expense? If so, please give details
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Please state funding body if any

Normally the grant will be credited to your College account following the submission of receipts. Please indicate here if you require an alternative arrangement (for conference or field-work expenditure)

Signed: Date:

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

Clare Hall Research Grants are awarded for the purposes outlined in Note 1 overleaf. The College would greatly appreciate an indication of whether you support this application, and any comments you may have.

Recommendation and comments:
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Please indicate any support which your department/faculty may provide (for conference or fieldwork expenditure)
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Signed: Date:

Name: (please print)

FOR OFFICE USE ONLY

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