**School of Biological Sciences Fieldwork Fund**

**Application Form**

Please read fund notes on final page. Send completed applications form to Fiona Roby by the relevant deadline. Your application will be circulated to the Postgraduate Education Committee who will consider all applications at their next meeting.

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| Student Name | | | | |  | | | |
| Supervisor Name | | | | |  | | | |
| Year of study | | | | |  | | | |
| Provisional start date of planned fieldwork | | | | |  | | | |
| Provisional end date of planned fieldwork | | | | |  | | | |
| Location/s of planned fieldwork | | | | |  | | | |
| Confirm you understand you will need to have an approved Risk Assessment in place. | | | | |  | | | |
| Confirm you understand you will need to apply for permission for Leave To Work Away via CamSIS. | | | | |  | | | |
| **Details of trip**  Please outline the purpose of the fieldwork: | | | | | | | | |
| **Additional costs required** (add more lines if necessary)  Please list all of the associated costs that will **exceed those that you would ordinarily spend if staying in Cambridge** (e.g. tuition fees payable at another institution; travel costs; exceptional research-related costs; exceptional living costs.). All travel and accommodation costs should be by the most economical means. | | | | | | | | |
| **Fieldwork expense type**  (e.g. travel) | | **Justification**  Please **clearly** explain why this expense is necessary, how you have estimated the cost, attaching quotes or links where applicable, and confirm that you are estimating using the most economical options. | | | | | | **Cost £** |
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| **Total** | | | | | | | |  |
| **Other Sources of Funding:** Please list all existing and pending sources of funding, if any, that may contribute to the total costs associated with this fieldwork trip. | | | | | | | | |
| **Source** | | | | **Amount available/applied for** | | **Outcome** (eg confirmed, pending [with date of decision] or unsuccessful) | | |
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| **Future fieldwork trips:** Please provide approximate details of any anticipated future fieldwork trips. | | | | | | | | |
| Approx  Dates | Country/Countries to be visited | | Fieldwork expense type  (e.g. travel) | | | | Estimated  Cost | |
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| **Total** | | | | | | |  | |
| **Signature of Student:** | | | | | | | **Date:** | |
| *Supervisors are asked to approve that expenses are reasonable.*  **Signature of Supervisor:** | | | | | | | **Date:** | |

*Electronic signatures are acceptable*

**Notes**

1. Students should not be resident in Cambridge during the period of travel – students will need to apply for Leave to work Away and have an approved Risk assessment in place well in advance of travel.
2. The main purpose of the Fund is to support additional costs of living whilst away from Cambridge (e.g. accommodation, travel, subsistence). Students may also claim for other reasonable research costs that cannot be covered by research grants.
3. Advice on budgeting for travel costs can be obtained by contacting researchadmin@vet.cam.ac.uk
4. Training costs that are essential to the PhD project can also be included if they take place outside of Cambridge and for at least two weeks.
5. Applications should be made for trips taking place in one year, but an indicative amount may be stated for future years, to assist with future planning.
6. Students with a Research Training Support Grant (i.e from a Research Council or from the Wellcome Trust or another source) may apply, but should utilise those funds first. If you are funded by a Research Council you may be eligible to apply for additional fieldwork funds from that Research Council.  Please consult your DTP management committee before applying to the Fieldwork fund. The Fund managers will ask for a written statement that you have done so.
7. Due to shortage of funds, applications to meet additional expenses incurred on transfer between laboratories by students on 2y+2y programmes (eg NIH/OxCam Programme) cannot currently be accepted by the fieldwork fund. These should be addressed to your Cambridge programme director.
8. If for any reason the trip is abandoned and the student returns to Cambridge early, the student must inform their Department to allow it to recover the funds, less any reasonable expenditure already incurred. The Department will also seek to recover funds if a student withdraws from study during the period of fieldwork claim, or is in debt to their College.
9. Successful applicants can receive an advance for the agreed amount or can claim expenses on return. Travel can be booked via the department.
10. A record of expenditure including receipts must be submitted following the period of fieldwork. Any unspent or unaccounted funds must be returned.