**School of Biological Sciences Fieldwork Fund**

**Application Form**

**Notes**

1. PhD candidates registered at Cambridge may apply, irrespective of fee status.
2. Applications in advance, for fieldwork trips with minimum 2 weeks’ duration.
3. Students should not be resident in Cambridge during the period of fieldwork. Hence students should have formal permission to work away from Cambridge by the time a funding decision is made.
4. 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 UK or overseas fieldwork costs that are in addition to normal living expenses.
5. When funding is limited, within any application priority will be given by the fund managers to support of accommodation, travel, and subsistence over research materials, instrumentation and recurrent costs that should reasonably be claimed from research grants.
6. Applications should be made for fieldwork taking place in one year, but an indicative amount may be stated for years 2 and 3, to assist with future planning.
7. 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.
8. Due to shortage of funds, applications to meet additional expenses incurred on transfer between laboratories by students on 2y+2y programmes cannot currently be accepted by the fieldwork fund. These should be addressed to your Cambridge programme director. (Current programmes include the NIH/Cambridge programme, the HHMI Janelia Farm /Cambridge programme and the Singapore A\*Star Institutes/ Cambridge exchange programme.)
9. If for any reason the fieldwork is abandoned and the student returns to Cambridge early, the student must inform their Department to allow it to recover the fieldwork allowance, 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.
10. Successful applicants can receive a cheque for the agreed amount or travel can be booked via the department.
11. A record of expenditure including receipts must be submitted following the period of fieldwork. Unspent funds must be returned.
12. **Personal details**

|  |  |
| --- | --- |
| Name  |  |
| Supervisor |  |
| Year of study |  |
| Preferred email  |  |
| Terms you will be working away (e.g. Michaelmas Term 2015) |  |
| Have you applied for permission via CamSIS? |  |

**2.** **Details of trip** (add more lines to table if necessary)

Please list all of the associated costs that will **exceed those that you would ordinarily meet if staying in Cambridge** (e.g. tuition fees payable at another institution; travel costs; research-related costs; exceptional living costs.) All travel and accommodation costs should be by the most economical means.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date from | Date to | Country/Countries to be visited | Fieldwork expense type (e.g. travel) | Cost **A** | Normal cost in Cambridge **B** (if applicable) | Cost in addition to normal costs in Cambridge (**A-B**) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **Total** |  |  | **£**  |

**Purpose of trip** (250 words)

1. **Current sources of funding**

Please list all existing sources of funding, if any, for costs associated with this fieldwork trip, including any pending applications.

|  |  |  |
| --- | --- | --- |
| Source | Amount available/applied for | Outcome |
|  |  |  |
|  |  |  |
| **Total** | **£** |  |

1. **Future fieldwork trips**

Please provide approximate details of any anticipated future fieldwork trips.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date from | Date to | Country/Countries to be visited | Fieldwork expense type (e.g. travel) | Cost **A** | Normal cost in Cambridge **B** (if applicable) | Cost in addition to normal costs in Cambridge (**A-B**) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **Total** |  |  | **£**  |

***Electronic signatures are acceptable***

**Signature of Student:** ……………………………………………………………**Date**: ……………………………………

*Supervisors are asked to approve that expenses are reasonable.*

**Signature of Supervisor:** …………………………………………………….…**Date**: ……………………………………

Please return this form to the Graduate Administrator in your home department.

|  |
| --- |
| **For Office use only:** |
| Approved by Graduation Education Committee | Yes [ ]   | No [ ]  |
| Date approved: | Amount Approved: £ |
| Comments: |
| Date funded: | Receipts received: |