



Application for a College Academic Grant

Use this form to apply for money to support conference or academic travel, or miscellaneous academic activities. RETURN TO THE SUB-RECTOR OR THE ACADEMIC ADMINISTRATOR in good time before the meetings of the Rectors and Tutors' Committee, which take place on Wednesday in weeks 1, 3, 5, 7 and 9.

Personal data			
Name			
Term-time address			
Course		Year of study	
Graduate/Undergraduate			
E-mail		Telephone number	
Supervisor (or college tutor if not applicable)			
Grant details			
Purpose of grant:			
If Conference, give its title, place and dates			
Are you giving a paper or presentation?			Yes/No
If so, please specify paper title, authors and type of submission (eg invited, abstract, full peer-review)			
Costs: Travel	£	Registration	£
Other (specify)	£	Accommodation	£
Total budget for intended purpose			£
Indicate amounts sought and/or granted from other sources (The college would normally expect only to make a contribution towards the full costs and other sources of academic travel support should be approached. If this has not been done, please supply reasons).			
• Department	£		
• Funding Body (e.g. EPSRC, AHRC, WELLCOME)	£		
• Other	£		
When will you hear from these bodies?			
Amount requested from College			£
Please list all previous academic grants received from the College.			
Signature..... Date.....			

Supervisor's (Tutor's) comments:

Please comment briefly on the value of the proposed activity, if applicable the quality and nature of the conference (eg peer-reviewed submissions), suitability of the budget, and likelihood of departmental support. If the latter is unlikely it would be helpful to give an indication of why. If you would prefer please submit your comments by email to sub-rector@exeter.ox.ac.uk

Supervisor's signature..... Date

Notes:

1. The college would normally expect only to make a contribution towards the full costs and other sources of academic travel support should be approached. If this has not been done, please supply reasons.
2. The maximum grant in any one year will not normally exceed £300, and the cumulative amount will not normally exceed £500. These amounts are maxima, not guarantees, and R&T will only exceed these amounts in exceptional cases.
3. Conference travel where no paper is to be presented will only be supported by the College where there is overwhelming support from the supervisor and a strong likelihood of matching departmental support.
4. Grants which are awarded but not used must be returned in full; alternative uses must be sanctioned by R&T explicitly via another grant application.
5. The College may in some circumstances request either receipts or a short report of the activity.

FOR OFFICE USE ONLY

Applicant:

Application Number:

Amount of Grant: £

Date approved by R&T: _____

Amount of Loan: £

Initialled _____

Repayment
Conditions _____
