



NUFFIELD COLLEGE STUDENT TRAVEL GRANTS

Introduction

In Michaelmas Term 2014, the College's Strategy and Resources Committee agreed to set an annual budget for travel and research grants, at £12k per annum in the first instance. Funding will be allocated as part of four gathered fields each year, taking account of the balance of available funds and in the light of the following criteria:

The scheme is open to all students enrolled for a graduate degree at Nuffield; students will be allowed to make up to one application to the scheme per year.

Students will normally be expected to meet research and travel costs from their College research allowance in the first instance; when applying for an individual grant, they will be expected to demonstrate why the relevant costs cannot be met from their Research Allowance, describing future anticipated commitments as appropriate.

Applicants will also be expected to apply for funding from other sources (e.g., from their department).

Applications from PGT or PGR students will be accepted, but in every case grants will only be made in respect of activities which are directly related to the student's research.

Applications must be supported by the student's supervisor.

The scheme will be administered in accordance with the following rules:

Retrospective applications will not be considered.

The annual budget will be divided between four gathered fields, and it will not be possible to consider applications outside of these gathered fields. The deadlines for the academic year 2017/18 are:

- 31 October 2017
- 5 February 2018
- 14 May 2018
- 2 July 2018

Forms should be returned to the College's Academic Office in the first instance (academic.admin@nuffield.ox.ac.uk).

Any unspent funds will be carried forward from one gathered field to the next, but uncommitted funds will not carry forward from year to year.

The Senior Tutor will have authority to approve grants with a value of less than £500. Grants of more than £500 must be counter-signed by the Bursar or College Accountant.

At its second meeting of each term, the College's Strategy and Resources Committee will receive a report on grants approved during the academic year to date.

Funds are limited; the College is very keen to give priority to requests to support attendance at a conference when the student is presenting a paper

Travel budgets must include a quotation from a travel agent, in order to demonstrate value for money. As an exception to the above rule, quotations are not required for "low cost" flights within Europe costing less than £100. However, the Bursar may rescind this concession at his discretion.

Important information about overseas travel

All students are obliged to consider the risks involved in undertaking fieldwork in potentially dangerous regions or situations. Proposed travel to any country or region listed on the Foreign and Commonwealth Office Travel Advice service (www.fco.gov.uk) must be cleared with your Department and Supervisor. Students are entitled to participate in the University's Travel Insurance scheme (<http://www.admin.ox.ac.uk/finance/insurance/travel/>), but must provide a risk assessment as requested. A copy of any risk assessments and confirmation that the proposed travel has been approved by the University Safety Office should be sent to the Senior Tutor, alongside the application or before travel begins.

October 2017

Section 1

Surname:	
Forename(s):	
Email address:	
Degree course:	
Name of supervisor (who will complete Section 3):	
Subject of thesis:	
Reason for applying: <i>(please give full details of the conference/workshop/seminar/summer school you are applying for, including title, location, dates)</i>	

Bursary use only

Amount claimed: £

Amount awarded: £

Reference No:

Section 2

Please provide below details of estimated expenses associated with this grant application.

Travel (please include an online quote):
Accommodation and maintenance (latter set a £15/\$25 per day):
Other (e.g., subscriptions):
Total:
Amount applied for:
Have you received a previous travel grant from the College? If yes, give details, including amount and approximate date:
Source of financial support at Oxford (delete as appropriate): Nuffield Funded Studentship/Clarendon Fund/Department/ESRC/Marshall/Rhodes/ Other (specify)
Have you made any applications to other sources, e.g. Department funds? NOTE: It is a condition of funding that you should, where possible, obtain contributions from other sources. If yes, give details: If no, give reasons for not applying:
How much will you contribute from your student Research Allowance? If nothing, give reason why:
Signature: _____ Name (block capitals): _____ Date: _____

Section 3

Supporting statement from your Supervisor

To the Supervisor: Please provide below a statement in support of the application, commenting briefly on the relevance of the proposed activity to the student's work. Please ensure that the form is then forwarded to academic.admin@nuffield.ox.ac.uk.

Section 4

Comment and approval by the College.

Any comments by approving College Officers:

Approved by the Senior Tutor: _____

Date: _____

Approved by the Bursar: _____

Date: _____