Grand Union DTP

Funding Application Form

All applications must be made in advance of the planned activity(ies) and/or purchase of equipment. They should be submitted by email to the DTP Office for your home institution. Contact details are available at the end of this document.

Applicants should make a strong and evidence-based case for support which clearly articulates the reasons why the funding is requested, how it links to the research project and/or training needs, and demonstrates investigation of costs and value for money.

**Applicant Details**

|  |  |
| --- | --- |
| **Name:** | Click here to enter text. |
| **Year Studentship Started:** | Click here to enter text. |
| **Institution:** | Click here to enter text. |
| **Department/School:** | Click here to enter text. |
| **Primary Supervisor:** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type(s) of Funding Sought**  Tick the relevant box(s) for the type(s) of funding being applied for and add in the relevant additional information. Multiple boxes should be ticked if an application is seeking different types of funding, such as overseas fieldwork and RTSG. | | | |
| [**Research Training Support Grant (RTSG)**](https://www.granduniondtp.ac.uk/files/rtsgguidancenotes19-20pdf) |  |  |  |
| [**Overseas Fieldwork**](https://www.granduniondtp.ac.uk/sites/default/files/granduniondtp/documents/media/ofe_guidance_notes_19-20.pdf?time=1570811422248) |  | **Destination:** | Click here to enter text. |
| **Duration:** | Click here to enter text. |
| **Start of Visit:** | Click here to enter text. |
| **Project and Ethics Approval Received?** | Click here to enter text. |
| [**Difficulty Language Training**](https://www.granduniondtp.ac.uk/files/dltguidancenotes19-20pdf) |  | **Language** | Click here to enter text. |
| [**Placement/Internship**](https://www.granduniondtp.ac.uk/files/placementinternshipguidancenotes19-20pdf) |  | **Host Organisation:** | Click here to enter text. |
| **Position at organisation:** | Click here to enter text. |
| **Contact details of line manager:** | Click here to enter text. |
| **Placement start:** | Click here to enter text. |
| **Placement end:** | Click here to enter text. |
| **Paid or unpaid:** | Click here to enter text. |
| **Discussed suspension arrangements?** | Click here to enter text. |
| [**Overseas Institutional Visit (OIV)**](https://www.granduniondtp.ac.uk/files/oivguidancenotes19-20pdf) |  | **Host Institution:** | Click here to enter text. |
| **Start of Visit:** | Click here to enter text. |
| **End of Visit:** | Click here to enter text. |
| [**Incubator Fund**](https://www.granduniondtp.ac.uk/files/incubatorfundguidancenotes19-20pdf) |  | **Project Title:** | Click here to enter text. |
| **Name of project convenor:** | Click here to enter text. |
| **Co-applicant(s) (if applicable):** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of Activity/Travel**  List the dates and location of the activity and/or any travel involved (add additional lines as required) | | | |
| **Start date**  (dd/mm/yy) | **End date**  (dd/mm/yy) | **Location**  (City/Town and Country) | **Duration of activity/visit**  (in weeks) |
|  |  |  |  |

|  |
| --- |
| **Summary of Proposed Activity(s)/Equipment** (1 page max)  Provide a summary of the activity(ies)/equipment for which funding is sought, such as the fieldwork trip or overseas institutional visit to be undertaken. |
| Click here to enter text. |

|  |
| --- |
| **Level of Funding Requested** (1 page max)  Provide an itemised breakdown of funds requested. Please attach supporting evidence for items of expenditure with your application, and provide comparative information for costs such as flights and accommodation (eg. screenshot of comparison website page). Note that when completing the claim after the activity, you will need to submit detailed receipts that correlate to the amounts provided in your comparisons, so please ensure these are reasonable and realistic. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **Total funding requested from the GUDTP.** | Click here to enter text. |

|  |
| --- |
| **Case for Support** (2 pages max)  Outline why the funding is needed and how the application represents value-for-money. |
| Click here to enter text. |

|  |
| --- |
| **Any Other Relevant Information** (1 page max)  Please provide any other information that you consider relevant to your application, e.g. do you have accommodation costs at home whilst on one of the funding schemes? Are you are applying for OFE and DLT and the requirement for this was not listed in your original application to the University? |
| Click here to enter text. |
| If you are providing your application for review within 1 month of the intended start date of the activity. You must outline why this has been submitted so close to the intended proposed activity. In these instances we cannot guarantee we will approve the application. (Half a page max) |
| Click here to enter text. |

|  |
| --- |
| **Foreign, Commonwealth, and Development Office (FCDO) Travel Advice**  Funds cannot be provided for countries where the FCDO advises against all travel. Where the FCDO advises against travel to *part* of the country, please explain below whether or not you will be visiting the affected area(s). |
| Click here to enter text. |
| Please confirm that during your visit you will not travel to any areas the FCDO Office advises against visiting, by ticking the box below. |
| **Departmental Risk Assessment & Confirmation of Approval**  All fieldwork and overseas travel must be subject to a formal risk assessment and departmental approval (this may include travel within the UK or travel within your home country if residing elsewhere). The GUDTP cannot approve any funding for activities for which the student’s department/university body has not also granted approval. |
| Please confirm that you have consulted with your department on these plans and evidence of their confirmation of approval has been included with this application:    If not, please explain when this will be available: |
| **Travel Insurance Requirement**  All fieldwork and overseas travel must have appropriate travel insurance in place. Please speak to your respective department in order to explore travel insurance options available. The GUDTP cannot approve any funding for activities for which the student does not have appropriate travel insurance in place. |
| Please confirm that you have consulted with your department/university on obtaining appropriate travel insurance for the proposed activity and confirmation of travel insurance has been included with this application:    If not, please explain when this will be available: |

|  |
| --- |
| **Suspension of Status Arrangements** (for Placement/Internship funding applications)  For full-time placements, it is a requirement of the DTP that students suspend their status. Please contact your respective department for further details on this process at your home institution. If your department/faculty has specific concerns about this requirement, please contact the Grand Union DTP to discuss further arrangements. |
| Please confirm that you are aware of the DTP’s expectation that students suspend during full-time placements and have discussed suspending your status with your respective department. |

|  |
| --- |
| **Supplementary Funding**  Provide details of any supplementary funding you have applied for or received to support the activity, including source of funding and amount. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **Supervisor Statement** (Required for all applications aside from the Incubator Fund)  Please confirm that you support the application and explain why the funding is considered essential for completion of the project and/or training. For applications which support an extended absence from the University, please also describe arrangements for supervision.  Where relevant, if the requirement for overseas fieldwork or language training was not explicit in the original application, please explain why it is now required.  If you would prefer, or if easier, comments may be emailed directly to the DTP Office for your institution. | |
| Click here to enter text. | |
| Supervisor name and University email: | Click here to enter text. |

|  |  |
| --- | --- |
| **Accompanying Documents**  Please confirm that you have obtained the required supporting documentation and ensure it is submitted with your application. These should be submitted as separate documents, not as web links or copying the information in the fields below. | |
| **Cost estimates and comparisons** |  |
| **Letter of support from Host contact**  (Required for Placements/Internships and Overseas Institutional Visits) |  |
| **FCDO travel guidance for all countries to be visited** (Required for all overseas travel) |  |
| **Copy of Departmental Risk Assessment Approval** (required for all activities involving travel) |  |
| **Copy of Travel Insurance Confirmation** (required for all activities involving overseas travel) |  |
| **Document A (add description in adjacent field)** | Click here to enter text. |
| **Document B** | Click here to enter text. |
| **Document C** | Click here to enter text. |
| **Document D** | Click here to enter text. |

* By submitting the application form electronically by email the applicant confirms that its contents are true and correct.
* Please submit your completed application by email to your home institution:

|  |  |
| --- | --- |
| **Institution** | **Email Contact** |
| Brunel | emma.smith@brunel.ac.uk |
| Open University | tim.hodey@open.ac.uk |
| Oxford | granduniondtp@socsci.ox.ac.uk |