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.

**Applicant Details**

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| **Name:** | Click here to enter text. |
| **Year Studentship Started:** | Click here to enter text. |
| **Institution:** | Click here to enter text. |
| **Pathway:** | Click here to enter text. |
| **Primary Supervisor:** | Click here to enter text. |

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| **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. |
| [**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. |

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

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| **Level of Funding Requested** (1 page max)  Provide an itemised breakdown of funds requested. You **must** provide supporting evidence for items of expenditure with your application, and provide comparative information for costs such as flights and accommodation (e.g. screenshot of comparison website page).  Note: when completing the claim after the activity, you will need to submit detailed receipts that correlate to the amounts provided in your comparisons. |
| Click here to enter text. |

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

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| **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. |

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| **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. |

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| **Any Other Relevant Information** (1 page max)  Please provide any other information that you consider relevant to your application. Check the guidelines of the relevant scheme to establish what additional information might strengthen your application.  For instance, do you have accommodation costs at home whilst on one of the funding schemes? Are you are applying for OFE or DLT and the requirement for this was not listed in your original application? |
| 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 review the application on time. (Half a page max) |
| Click here to enter text. |

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| **Foreign, Commonwealth, and Development Office (FCDO) Travel Advice**  Please provide a copy of the FCDO guidance for the country of travel. 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).  Foreign nationals and students with dual nationality need to consult the advice of their own government(s), in addition to the FCDO guidance. |
| Click here to enter text. |
| Please confirm that during your visit you will not travel to any areas the FCDO Office or your national government 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 department 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: |

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| **Supervisor Statement** (Required for all applications)  Please confirm that you support this 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. |

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| **Checklist for Accompanying Documents**  I confirm that I have obtained the required supporting documentation submitted with my application (*tick all that apply below*).  *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 Overseas Institutional Visits) |  |
| **FCDO travel guidance for all countries to be visited, and other relevant national government guidance** (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) |  |

* By submitting the application form electronically by email I confirm that its contents are true and correct.

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| **Student Signature** | **Date** |
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* Please submit your completed application by email to your home institution:

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| **Institution** | **Email Contact** |
| Brunel | emma.smith@brunel.ac.uk |
| Open University | [FASS-Research-student-support@open.ac.uk](mailto:FASS-Research-student-support@open.ac.uk) |
| Oxford | granduniondtp@socsci.ox.ac.uk |