

## ST CROSS COLLEGE

### Applications to the College Student Travel and Research Fund

The following notes must be read before applying to the Travel and Research Fund.

The Travel and Research Fund provides grants to students on postgraduate research degrees and some taught courses which have a prescribed research element. The grants are for academic activity related to a student's course, and in the case of taught course students, the grant should be for or contribute towards a fixed requirement of the course.

The Fund is available to support the following; travel to research sites and conferences, conference fees, and specific fieldwork costs.

The Fund has a fixed amount available each term. Applications will be considered once a term (in 5<sup>th</sup> Week) on their own merits by the Senior Tutor. In order to be considered for funding applications should be received no later than **12 pm on Wednesday of 4<sup>th</sup> Week**. Late or incomplete applications will not be considered.

Students are entitled to apply **once** per academic year for funding up to a maximum of £250 per student per year of their course, and up to £500 across the duration of an MPhil course and £750 across the duration of a DPhil course. Students will be able to apply for up to £250 each per year, or alternatively DPhil students may apply in one go for up to £500 (up to £375 for MPhil students) if still within their total funding allowance.

The following should be read carefully and taken into consideration before applying for a grant from the Travel and Research Fund.

1. Applicants must be on a research degree or a taught course which has a prescribed research element, and the activity they are applying for must take place before the final submission of work or any final exams the student sits.
2. Applications received for activities taking place more than 4 months after the application deadline will not be considered until the following gathered field.
3. Retrospective applications where the activity has taken place prior to the previous term's deadline will not be considered. Retrospective applications for support with activities taking place after the previous term's 4<sup>th</sup> Week deadline will only be considered with a note from the student explaining why the application was not made prior to the activity taking place.
4. The activity for which funding is sought should be academic or clearly academic-related, although private tuition of any sort cannot be covered, and in the case of taught courses this should be or contribute to a fixed requirement of the course. Help towards the cost of fieldwork may be acceptable if the expenses due to be incurred are in excess of what could reasonably have been anticipated at the beginning of the course. The Fund cannot support payments or other benefits given to research assistants or survey/experiment participants or the purchase of any equipment or software.
5. **A letter of support from the academic supervisor** addressed to the Senior Tutor is required to accompany the application form.
6. **Applications should include either emailed screenshots or printed quotes for the expenses for which funding is being sought.** The Fund will only cover journeys made by private means of transport if it can be demonstrated that no public transport of any sort was available.
7. Before any grant is made, evidence must be provided to show that every effort has been made to secure other funding. Departments should be approached in the first instance. If no departmental funding is available then the supporting letter from the academic supervisor should state this.
8. Grants for sporting activities are not awarded from the Travel and Research Fund; these grants should be applied for via a separate application process and will be considered by the Student Representative Committee.
9. Students will be expected to submit receipts showing what the grant has been spent on and a short (2-3 paragraphs) report on how the grant has been spent to the Academic Office Secretary at [academic.secretary@stx.ox.ac.uk](mailto:academic.secretary@stx.ox.ac.uk). Failure to do so within 4 weeks of the completion of the activity will result in a request for the grant to be reimbursed to the College, and this will be considered an outstanding debt on leaving the College, which would mean that a student would not be able to graduate from their degree until this has been paid.

10. Any student who does receive funding from the Travel and Research fund should arrange a meeting with the Master through her PA ([master.pa@stx.ox.ac.uk](mailto:master.pa@stx.ox.ac.uk)) to discuss their research outcomes.

**CONFIDENTIAL**

**ST CROSS COLLEGE**

**Student Travel and Research Fund  
Application Form**

NAME (in BLOCK CAPITALS).....

COURSE NAME, SUBJECT AND YEAR OF COURSE START (in BLOCK CAPITALS)

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What is your source(s) of funding for your postgraduate course?

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Give a brief description of the activity including **location** for which the present funding is being sought (including its relationship to your academic course. e.g. if it is fieldwork for the course):

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Date of proposed activity

Costs (please itemise).....

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Is this expense additional to what was anticipated at the beginning of your course?

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What other funding is being sought, or has been obtained, for the particular activity for what you are seeking financial assistance? Please confirm the name of the funding source and amount requested/awarded?

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How much are you requesting from the College?

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If you had any financial assistance from the College before, please state how much and when you received it?

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Grants must be paid directly into a UK Bank Account Please state:

Bank Account Number: .....

Sort Code:.....

Name of Bank and Branch: .....

University Employee Number (if employed currently/previously by the University) .....

Any other comments?

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**I have read the guidance notes for applications to the Travel and Research Fund, and I have calculated the above amounts that I am requesting with as much accuracy as much as possible. I agree that if awarded a grant I will provide receipts to the value of the grant showing my expenses and a short report on how the grant has been spent to the Academic Assistant within 4 weeks of the completion of the activity.**

Signature: ..... Date: .....

**NB: Please note that this completed form must be accompanied by a supporting statement from your academic supervisor addressed to the Senior Tutor and should be returned **BY EMAIL** together with all supporting documents to the Academic Office Secretary at [academic.secretary@stx.ox.ac.uk](mailto:academic.secretary@stx.ox.ac.uk) .**