MPhil / PhD/ EdD Research Conference Funding Application 2024 / 2025

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| *Student Details* |
| Student ID Number |  |
| Name |   |
| Department |   |
| Director of Studies |   |
| Supervisor |    |
| Course | [ ]  MPhil [ ]  PhD [ ]  EdD |
| Mode of study | [ ]  Full time [ ]  Part time |
| Course start date |  |
| Expected end date |  |
|  | [ ]  I confirm that if my application for funding is successful I agree to deliver my conference presentation within the University (For example the PGR Student Conference, or at a Faculty/Department Seminar Series) |
|  | [ ]  I confirm that if my application for funding is successful I will complete and return a report about my participation at the conference |

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| *Thesis* |
| Working title |
|    |

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| *Course / Scholarship Funding details* |
| Is your course self-funded?  |   [ ]  Yes [ ]  No |
| If no, please provide details  |    |
| Do you currently hold any external research grants/contracts?  |   [ ]  Yes [ ]  No |
| If yes, please provide details – funder, title, amount, dates |   |

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| *Faculty and / or Department Funding Support* |
| Applications where your Faculty or Department is offering some match funding to support your bid will be looked on more favourable by the panel.  |
| Details of funding  |  |
| **Total** | **£0** |

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| *Conference Details* |
| Name |  |
| **Date(s)** |  |
| Location |  |
| Title of Presentation |  |

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| *Case for Support* |
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| *Anticipated Output* |
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| *Budget* |
| Please provide details of exact costs you are applying for here. Please attach quotes you have received to your application.  |
| Eg. Conference Cost, subsistence, travel costs, accommodation etc.  | £  |
| Conference cost  | £  |
| Travel Expenses | £  |
| Accommodation | **£**  |
| Subsistence | **£**  |
| **Total** |  |

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| *Primary Supervisor Declaration of Support* |
| Do you support this application? |  [ ]  Yes [ ]  No |
| Supporting statement(Minimum of 150 words) |  |
| Name |   |
| Position |   |
| Date |   |

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| *Approval of Pro Vice-Chancellor (Academic)* |
| Brief comments by PVC (Academic) |  |
| Signature of PVC (Academic) |  |
| Date |  |

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| **All applicants for conference attendance funding are required to ensure that:**Prior to submission* The support of the Director of Studies is secured.
* Attention is given to any ethical issues, seeking ethical clearance where appropriate.
* Accurate costings are submitted, as no additional funds will be available.
* Applications are submitted in a timely and prompt manner, taking account of deadlines set by the University.

Subsequent to successful application* If a travel grant is approved:-
	+ a risk assessment form is to be completed and approved by the Head of Department or School (and by the Dean of Faculty where the risk is likely to be high)
	+ If travel is outside the UK, University travel insurance is requested from insurance@hope.ac.uk, attaching the approved risk assessment form
* All funding is spent within the financial year (ending 31 July) in which the application is submitted and approved. Where this is not appropriate or possible, application to carry forward funds must be made via the office of the PVC (Academic) by 30 June in any year. *Failure to do so may result in loss of funding.*

**Faculty/Finance/Research Administrators are required to ensure that:*** The grant funding and details are entered onto the Research spreadsheet
* All bookings, reservations, expense claims are coded correctly to either the PGR as appropriate, and all such bookings should include the Research spreadsheet reference number
* All expenditure is recorded on the Research spreadsheet
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**Budgeting & Expense Claims**

When completing your application form, please bear in mind the following guidance on expenses claims to assist you in properly budgeting for your application.

**Use of Private Vehicle**

Students should only claim the mileage difference in their daily travel. Each journey should be itemised on the claim form

**Insurance**

Claimants should ensure that they have the appropriate licence, MOT test certificate, and insurance that includes business use, and must only carry passengers if the policy permits. Hope accepts no responsibility for claims made against claimants who fail to have the appropriate insurance

**Maximum Mileage Rates**

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| **Private Vehicle** | **Mileage** | **Rate per Mile** |
| Car or van | Up to 10,000 miles p.a. | 40p |
| Each additional passenger |  |  2p |
| Motor cycle | Any distance | 24p |
| Bicycle | Any distance | 20p |

**Subsistence**

Payment of subsistence allowance is based on the principle that the expenditure for which the allowance is claimed has been incurred. The following allowances to PGR students claiming for conference attendance and are thereby prevented from taking meals at their home or at their normal place of work, or from sleeping at home.

 **Maximum Subsistence Rates**

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| **Time away from home** | **Place** (away from normal workplace or home) | **Allowable** | **Maximum Rate per Day** |
| Up to 3 hours | All places | Light refreshment | £3 |
| Up to 7 hours | All places | Food and Beverages | £15 |
| Over 7 hours | All places | Food and Beverages | £35 |
| Overnight Accommodation | Staying with friends/relatives | Accommodation | £25 |
| Overnight, up to 24 hours | London | B & B | £125 |
| Overnight, up to 24 hours | Elsewhere in UK | B & B | £95 |

**Maximum allowances per meal:**

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| Breakfast £5.00 | Lunch £10.00 |  Dinner £20.00 |