**GUIDANCE NOTES**

Travel and Special Projects Grants are available to fund course-related activity such as medical electives.

ELIGIBILITY

All enrolled Bachelor of Medicine and Bachelor of Surgery (BMBCH) students can apply. Students who are on suspension are not eligible. Applicants should ensure that they also apply to other funding sources such as department travel grants. The planned travel or project must start after Wednesday 16th June. It is not possible to be considered for retrospective funding unless there are exceptional circumstances.

AWARD LEVELS

Up to £1,250 over the length of the course. In exceptional circumstances, it is possible to make awards above this level.

DECISIONS

All applications will be acknowledged once the deadline has passed. Decisions will be made by the Somerville College Travel and Special Project Grants Committee during 8th week of Trinity Term. All applicants will be notified of the outcome by Wednesday 23rd June at the latest.

REPORTING

Successful applicants will be expected to submit a brief report after the completion of their project.

APPLICATION PROCESS FOR STUDENTS

Please complete Section 1 of the application form and email it to the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk) with any evidence of estimated or actual costs. The deadline is 12 noon on **Monday 31st May.** Please include **TSPG2021** in the subject line of the email.

NOTES FOR PERSONAL TUTORS

Please complete Section 2 of the application form in Artemis by 12 noon on **Wednesday 9th June.** Please consult the endorsement guidelines for tutors, which the Scholarships and Funding Officer will send you.

SUMMARY OF DATES

|  |  |  |
| --- | --- | --- |
| 6th week | Monday 31st May | Deadline for the applicant to email the form and any evidence of costs to the Scholarships and Funding Officer. Please include **TSPG2021** in the subject line of the email. |
| Wednesday 2nd June | The Scholarships and Funding Officer will share the form with the Personal Tutor in Artemis. |
| 7th week | Wednesday 9th June | Deadline for the Personal Tutor to complete their section. |
| 8th week | Wednesday 16th June | The planned project or travel must start after this date. |
| 9th week | Wednesday 23rd June | All applicants will be notified of the outcome. |

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| --- | --- | --- | --- | --- | --- |
| **SECTION 1 – TO BE COMPLETED BY THE STUDENT** | | | | | |
|  | | | | | |
| STUDENT DETAILS | | | | | |
|  | | | | | |
| Forename |  | | Surname |  | |
|  | | | | | |
| Course |  | | Year of course |  | |
|  | | |
| Single Sign On |  | |
|  | | | | | |
| PROJECT DETAILS | | | | | |
|  | | | | | |
| Brief description of travel or project |  | | Location(s) |  | |
|  | | | | | |
| Start date |  | End date |  | Length |  |
|  |  |  |  |  |  |
| PROJECT COSTS | | | | | |
|  | | | | | |
| Total cost | £ | Travel | £ | Fees | £ |
|  |  |  |  |  |  |
| Accommodation | £ | Subsistence | £ | Other costs | £ |
|  | | | | | |
| Please provide details of these costs below | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| PROJECT FUNDING | | | | | |
|  | | | | | |
| Your contribution | £ |  | | | |
|  | | | | | |
| Description of funding |  | | Amount | | £ |
|  |  |  |
| Pending or confirmed | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Description of funding |  | | Amount | | £ |
|  |  |  |
| Pending or confirmed | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Description of funding |  | | Amount | | £ |
|  | | |
| Pending or confirmed | |  |
|  | | |
| Notification date if pending | |  |
|  | | | | | |
| Description of funding |  | | Amount | | £ |
|  | | |
| Pending or confirmed | |  |
|  | | |
| Notification date if pending | |  |
|  | | | | | |
| Please indicate how much you are applying for and any previous award(s) | | | | | |
|  | | | | | |
|  | | | Amount sought |  | Previous award(s) |
| Travel and Special Project Grant | | | £ |  | £ |
|  | | |  |  |  |
|  | | |  |  | £ |

|  |
| --- |
| **SECTION 1 CONTINUED – TO BE COMPLETED BY THE STUDENT** |
|  |
| PROJECT OVERVIEW |
|  |
| Please give a summary of your planned travel or special project. You should also explain how it is related to your course. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2 – to be completed by the personal tutor** | | | |
|  | | | |
| Forename |  | Surname |  |
|  | | | |
| Please indicate if you support this application and briefly comment on the student’s planned project. If it is related to their course, please explain how it will benefit their studies. Please consult the endorsement guidelines for tutors, which the Scholarships and Funding Officer will send you. | | | |
|  | | | |