**GUIDANCE NOTES**

Travel and Special Projects Grants are available to fund academic-related activity such as discretionary travel or projects. Please note that these awards cannot be used to fund core or compulsory elements of a student’s degree.

ELIGIBILITY

All enrolled graduate students who are in the first four years of their course can apply. Students who are on suspension, visiting students, associate students and those beyond the fourth year of their course are not eligible. Applicants should ensure that they also apply to other funding sources such as department or faculty 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

The award levels vary depending on the course:

* Students on one year courses can apply for up to £350
* Students on two year courses can apply for up to £700
* Students on three or four year courses can apply for up to £1,000

These figures are the maximum amounts available over the length of the course. In exceptional circumstances, it is possible to make awards above these levels.

DECISIONS

All applications will be acknowledged once the deadline has passed. Decisions are 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 your Supervisor, copying in the Scholarships and Funding Officer. We recommend that you do this by Monday 24th May. This is to allow enough time for your Supervisor to complete their section and submit the form on your behalf. You should also email any evidence of estimated or actual costs to the Scholarships and Funding Officer by 12 noon on **Monday 31st May.** Please include **TSPG2021** in the subject line of the email.

NOTES FOR SUPERVISORS

Please complete Section 2 of the application form and email it to the Scholarships and Funding Officer by 12 noon on **Monday 31st May.** Please include **TSPG2021** in the subject line of the email.

NOTES FOR COLLEGE ADVISERS

Please complete Section 3 of the application form in Artemis by 12 noon on **Wednesday 9th June.**

SUMMARY OF DATES

|  |  |  |
| --- | --- | --- |
| 6th week | Monday 31st May | Deadline for the Supervisor to complete their section and email the form to the Scholarships and Funding Officer. Please include **TSPG2021** in the subject line of the email. |
| Deadline for the student to email 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 College Adviser in Artemis. |
| 7th week | Wednesday 9th June | Deadline for the College Adviser 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. |

|  |
| --- |
| **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 brief 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 SUPERVISOR** |
|  |
| Forename |  | Surname |  |
|  |
| Department |  |
|  |
| 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. |
|  |
|  |
| **Section 3 – to be completed by the college adviser** |
|  |
| 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. |
|  |