Research Travel Grant

Unit name goes here

Research travel grant

Application Form

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| **Section 1 - About You** |  | **Office use only** |
| Name |  |  |
| Staff/Student Number |  |  |
| Email address |  |  |
| School |  |  |
| Job Title |  |  |
| Research Theme and Division |  |  |
| *Funding Body* ***(PhD/PDRAs only)***  *Please provide details of which organisation(s) fund your post/studentship.* |  |  |
| ***PDRAs only***  *If your post is funded by a body that usually provides conference funding, please explain briefly why the funds are not available on this occasion* |  |  |
| **Section 2 – Conference Details** |  |  |
| Name and location of activity (including city and country or state if conference is online) |  |  |
| Date of activity |  |  |
| Type of activity (e.g. paper, poster, presentation etc.) |  |  |
| Please give the title of the paper(s) and/or poster(s) that you will be presenting. |  |  |
| **Section 3 – Associated Costs** | **Please enclose evidence of costs (e.g., quotes or booking confirmation) with your application** |  |
| Registration Fees |  |  |
| Travel costs (please note that any planned travel must be accompanied by a Risk Assessment signed by your Head of School) |  |  |
| Accommodation costs |  |  |
| Total cost |  |  |
| Award amount requested  *Maximum awards are Online £400, UK £500, Europe £600 and rest of the world £700* |  |  |

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| **Section 4 – Justification for Support** | **Please provide a concise statement below to justify support for this award (no more than 300 words, excluding publications).** |
| This should include:   * the relevance of the proposed activity to your research * a list of relevant publications   *In addition, PhD students must provide a written statement of support from your supervisor (an email is acceptable)* |  |
| **Section 5 – Contribution to University Research** | **Please provide a concise statement showing the relationship between your research and the research priorities of the University** |
| Please explain how your research contributes to the research output of the University, specifically its relationship to research divisions and/or themes. |  |
| **Section 6 – Funding** | **Please give detail of any other awards for funding that have been made, either by an external body or by your School; or any applications which are outstanding or were unsuccessful** |
|  |  |
| **Section 7 - Declaration** |  |
|  | I certify that the details of this form are correct and agree to use any funding for the purposes for which it is awarded. I also agree that if, for any reason I am not able to use such an award, I will inform Research Travel Grant Sub-Committee. |
| Signed  *(Please note that a signature is not required if submitted by email)* |  |

**Please email your completed application (including supporting documentation) to Preeti Trichur, Secretary to RTG Sub-Committee at** [researchtravelgrants@reading.ac.uk](mailto:researchtravelgrants@reading.ac.uk).