

Application for a College Undergraduate Academic Grant 2023-2024

Use this form to apply for money to support conference or academic travel, or miscellaneous academic activities. Return your completed form via email to [academic.office@exeter.ox.ac.uk](mailto:college.office@exeter.ox.ac.uk) to the Academic Office. Grant applications are considered at the Cases Committee meetings which are held in Week 1, 4 and 7 of term. Please submit your application by 12:00 noon on the Friday of week 0, 3, or 6 for consideration at the next meeting.

1. The maximum grant **in any one year** will not normally exceed **£300**, and the cumulative amount across a student’s **entire course** will not normally exceed **£500**. These amounts are maxima, not guarantees, and Cases Committee will only exceed these amounts in very exceptional cases.
2. Conference travel where no paper is to be presented will only be supported by the College where there is overwhelming support from the supervisor and a strong likelihood of matching departmental support.
3. Grants which are awarded but not used must be returned in full; alternative uses must be sanctioned by Cases Committee explicitly via another grant application.
4. Where an award is made, funds will be reimbursed on the production of original receipts.
5. The college would normally expect only to make a contribution towards the full costs, and other sources of academic travel support should be approached. The College may in some circumstances request either receipts or a short report of the activity.
6. Please complete all sections of the form before submitting your application.

Personal Data

|  |  |
| --- | --- |
| Name |  |
| Term Time Address |  |
| Course |  |
| Year of Study |  |
| College email address |  |
| College Tutor’s name |  |

Grant Details

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| --- |
| Purpose of Grant |
| Are you attending a conference? Yes/No  If yes please detail the conference title, location and dates |
| Are you giving a paper or presentation? Yes/No  If yes please specify paper title, authors and type of submission (eg invited, abstract, full peer review) |

Costs and Funding

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| Please detail the total expected costs associated with this application:  Travel: £  Registration: £  Accommodation: £  Other (please specify): £  Total Cost: £ |
| **Please confirm amounts sought and/or granted from other sources (e.g department, funding body, self-funding etc) and when you are likely to receive an outcome from these bodies:**    *The College would normally expect only to make a contribution towards the full costs and other sources of academic travel support should be approached. If this has not been done, please supply reasons.* |
| What is the TOTAL AMOUNT you are requesting from the College:  £ |
| Please list all previous academic grants received from the College with approx. dates. |

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| **College Tutor’s comments:** |
| Please comment briefly on the value of the proposed activity, if applicable the quality and nature of the conference (eg peer-reviewed submissions), suitability of the budget, and likelihood of departmental support. If the latter is unlikely it would be helpful to give an indication of why. If you would prefer, please submit your comments by email to [academic.office@exeter.ox.ac.uk](mailto:academic.office@exeter.ox.ac.uk) |
| Supervisor’s (College Tutor’s) signature……….………………………………………. Date ………………………………… |

***Data Protection***

*The College will use information provided on the application form for processing the application and in relation to the award of any consequential grant or loan. It will do so in accordance with the College’s policies on data protection and related issues. Current policies may be found at:* [*https://www.exeter.ox.ac.uk/governance*](https://www.exeter.ox.ac.uk/governance)*.*

Student Signature……………………………………………… Date…………………………………..

***If you are submitting your application electronically from your Exeter College email account you may type your name or insert an electronic signature.***