DEPARTMENT OF MATERIALS

###### 26.6 Appendix VI: Application for Conference/Travel/Skills Training Funds

The Department has a policy of seeking to support each graduate student to attend a conference approved by their supervisor, during the course of their studies. Students are expected to seek support from other sources as well as approaching the Department. Please use this form when applying for funds, indicating in section 4 other sources you have approached. When you have completed sections 1-5, ask your supervisor to complete section 6 and sign it. The completed form should be sent to the Departmental Graduate Studies Secretary (Marion Beckett).

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| --- | --- | --- | --- |
| 1. | Your details:  Name: …………………………………….  Research Group: …………………………  College: …………………………………..  Sponsor \*: ……….….………………….....  Year started: ………………………………  \* if applicable | 2. | Conference/Other Details:  Title: ……………………………………  …………………………………………..  Date: ……………………………………  Location: ……………………………….. |
| 3. | Cost:  Registration: …………………  Travel: …………………  Subsistence: …………………  Other: …………………  Total: …………………  Any special feature: | 4. | Sources approached: (please tick)  Please indicate in each case the sum requested and granted  Sponsor:  College:  University:  Other:  Total: |
| 5. | Request to Department  Sum requested this time: Sums previously granted:  (give date) | | |
| 6. | Statement of support by supervisor | | |
|  | Admin use only  Amount granted  Notes/special conditions  Signed Date | | |

September 2007 T:\Alison\Forms\Grad conf travel.doc