**Application for Fieldwork Funds**

**For Research Students commencing study on or after 1 October 2012**

Please attach this form to your application for ‘Leave to Work Away’ on CamSIS, for consideration by the Graduate Committee in your Department/Division. Please retain a copy for your own records.

**It is not possible to attach any documents to your application once it has been submitted on CamSIS, therefore please ensure this form is attached before you submit your application**

**Terms of the application:**

1. You must be within the fee paying period of your course.
2. You are required to apply for “Leave to Work Away” which must be approved before the fieldwork fund application is considered.
3. You will be required to state your source of funding and should approach your sponsors in the first instance to apply for research costs. Students with sponsorship that includes adequate resources for fieldwork expenses are excluded from applying.
4. You can in the first instance apply for up to £8,000 or 80% of the fees being paid during the period of ‘Leave to Work away’ (whichever is less).
5. Applications must be made in advance of fieldwork taking place during periods of ‘Leave to Work Away’
6. You must provide details of the proposed fieldwork and a breakdown of the exact costs involved.
7. You may claim for UK or international fieldwork costs, language learning and visits to other institutions. You can only apply for expenses that are in addition to your normal living costs and you may not apply for basic maintenance and subsistence costs as you are normally expected to meet those costs at Cambridge.
8. Payments are made as a bank account transfer
9. Receipts must be kept for all expenses incurred and the full amount awarded accounted for or the balance returned. All receipts must be returned to the Faculty Finance Office within one month of your return to Cambridge.
10. If for any reason the fieldwork is abandoned or is unsuccessful and you return to Cambridge early, you must inform the HSPS Degree Committee and allow it to recover the fieldwork allowance, less any reasonable expenditure already incurred. The Faculty will also seek to recover funds if a student withdraws from study during the period of fieldwork claim.

**Exclusions**

1. Students registered at an approved Non-University Institution (NUI) cannot apply for assistance from this fieldwork fund.
2. Students participating in an approved exchange agreement where there is a period spent at another institution and fees are waived at Cambridge (e.g. A\*, NIH) cannot apply for assistance from this fieldwork fund.
3. Students with sponsorship that includes adequate resources for fieldwork expenses are not eligible to apply for these funds.
4. **Personal Details**

|  |  |
| --- | --- |
| Surname, Forename |  |
| Course of Study |  |
| Admit Term (must be on/after MT 2012) |  |
| Faculty/ Department |  |
| E-mail Address (for correspondence) |  |

1. **Current source of funding and fee liability**

You are required to state your source of funding and should approach your sponsor in the first instance to apply for research costs. **The amount of the fieldwork claim should not normally exceed 80% of the amount of University Composition Fee paid during terms of ‘leave to work away’ in question:**

|  |  |
| --- | --- |
| **Total amount requested in this application (£)** |  |
| Fee Status (i.e. Home/EU, Overseas) |  |
| Total fee to be paid during terms of LTWA |  |
| As a % of University fees payable |  |
| Who pays your fees? Sponsor/Self-Funded |  |
| If you have a sponsor, do they provide funds for research expenses? |  |
| If yes, have you applied and been successful? |  |
| Funding gained from other sources:  Name of Funding Body and Amount(£) |  |

1. **DETAILS OF TRIP**

Allowable items are research-related costs that **exceed those that you would ordinarily meet if staying in Cambridge** e.g. tuition fees payable at another institution; travel costs; research related costs; exceptional living costs. All travel and accommodation costs should be by the most economical means.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates from | Dates To | Country/Countries to be visited | Fieldwork expense type (i.e. travel) | Cost A | Normal Cost at Cambridge B (if applicable) | Cost **in addition to normal costs in Cambridge** (A-B) |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
|  |  |  |  |  |  | £ |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  | £ |
|  |  |  | **Total** |  |  | **£** |

**Description of the fieldwork trip** (500 words max)

***Electronic signatures are acceptable***

**Signature of Student:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of Supervisor** (*Supervisors are asked to approve that expenses are reasonable)*

**Signature of Supervisor:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (block letters):

**Thank you for your application. We aim to communicate the result to you by e-mail within 3 weeks of receipt of your application.**

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**FOR OFFICE USE ONLY**

Approval:

Cost approved:

**Assessed by:**

**Date:**

**Authorised by:**

**Date:**

**UPS3 Form sent to student:**

**Copy passed to finance office:**