

Doctoral School Research Awards application guidance

Supporting information

Please submit all of the supporting information outlined below within one Word (doc/docx) or pdf document to upload in the application form. Please also ensure that you use the four headings indicated below within your document as reference to each section.

1.) Supporting statement

The supporting statement is an important part of your application and should provide a clear overview of the project you are undertaking / have undertaken and the benefits of the project to your studies or personal development. You may wish to include the following in your supporting statement:

- Some background information about your research/project;
- A brief description of the proposed research location;
- The aims/objectives of your travel and your intended outcome;
- Why you feel you are qualified to undertake the project;
- Your motivation for carrying out the research project.

Please note the word limit of 500 words for your supporting statement.

2.) Itinerary for your project

Please provide an itinerary of what you will be doing / what you did and when during your project. For short periods of travel you may wish to provide a day by day itinerary. If you are travelling for an extended period of time, it may be easier to include a week by week itinerary. Please upload this within your Word or pdf document. A table format is preferable.

Day/Week	Destination and Activities
Day/Week 1	
Day/Week 2	
Day/Week 3	

3.) Breakdown of expenses

Please provide a clear and realistic breakdown of how you intend to spend the money you are applying for / how you spent it. You can include all the expenses involved in your trip, such as travel insurance and vaccinations, in addition to the travel costs. Please upload this within your Word or pdf document. A table format is preferable.

Expense Description	Cost (£)
Accommodation for 5 nights	250
Flights to X	300
Travel within the country	50
Food for 5 days	100
Travel insurance	5.50
Total:	705.5

4.) Academic reference

An academic reference is a letter of recommendation from someone who can speak to your academic skills. This will usually be your supervisor. It is important that your referee is able to comment on the specific skills related to the award to which you are applying.

Your academic reference must be from a member of Royal Holloway academic staff. It should be on headed paper signed by your referee. You must have received your reference before completing the application form as the reference will need to be uploaded with the rest of your supporting information as a Word or pdf document at time of applying. When requesting references, please ensure you provide the referee with adequate time to write a reference before the deadline.

While it is not the intention of the Award Committee to be prescriptive as to what an academic might write as part of a student reference for an award, applicants might want to ask referees to bear in mind the following in writing a reference.

- The purpose of the reference is to help the allocation panel understand why the student and their project should be supported;
- Ideally the reference would be tailored to the specific award;
- Explain how the project/research will help both their current studies and future development;
- Include any other information that explains why they support the student's application.

Useful tip

In order to include all four sections within one Word or pdf document, we advise you to complete the first three sections of Breakdown of Expenses, Itinerary and Supporting Statement in one word document and send this to your referee, with your request for a reference. Your referee can then add their signed reference to the end of your document and send it back fully completed for you to upload in the application form.

5.) What makes a good application?

In recent years, successful applications have stressed the importance of the research for their current work or future career either inside or outside of academia. Students are advised to explain why the work cannot be carried out in the UK if applying for funds to go abroad. This is intended to discourage applications to fund voluntourism and to encourage applications from students for whom travel abroad really is an important aspect of the project. Where students are intending to attend / have attended a conference, priority will usually be given to those presenting rather than attending a conference without speaking.

Frequently Asked Questions

Which students are eligible to apply for the Awards?

You need to be a fully enrolled postgraduate research student at Royal Holloway, University of London, to be eligible to apply for the awards. Guest Researcher are not eligible to apply for the awards as they are students of their home institution rather than of Royal Holloway.

Will I receive the full value requested within my Breakdown of Expenses?

No, you may be awarded a lower amount to the value you specified within your Breakdown of Expenses to allow the award to be shared among more candidates.

What if I am undertaking multiple research trips or attending several conference?

If you are planning on undertaking multiple research trips or attending several conferences, you will need to include all of your proposed activities in one application. In the Breakdown of Expenses please provide the costs associated with each trip, an overall total and, if different, the total amount of funding you are requesting from the award.

Can I apply if my trip took place before the applications close?

Yes, you are able to apply so long as the research or travel you undertook was during the 2023-24 academic year (October 2023 to September 2024).

If you have any questions that are not answered on the above page, please contact doctoralschool@rhul.ac.uk

Good luck with your application.

Example application form

Doctoral School Research Awards application form

Personal Details

First Name *

Family Name *

Student Number *

Email Address *

Telephone Number *

Please indicate your current student status *

Current Royal Holloway student

Programme of Study (e.g. PhD History) *

Year of Study (e.g. 1,2,3 etc.) *

Application Details

Project topic or title *

Proposed research location *

Amount applied for (£) *

Please select the start date of your travel. *

Please select the end date. *

Supporting Information

Please upload your supporting information of Breakdown of Expenses, Itinerary for your project, Supporting Statement and Academic Reference within one Word (doc or docx) or pdf document and use these four headings as reference to each section. Please use the guidance document. Please note that only one file can be uploaded.

Please upload your supporting information here. *

No file chosen

Additional Funding

Please include details of any other funding you have applied for (e.g. name of award, amount and whether it was successful).

Conditions of the Award

Doctoral School Research Awards are bestowed on the understanding that applicants agree to the following conditions: 1.) Any published work arising from your travel or research should acknowledge the support of the Award. 2.) Successful applicants are required to produce a short report upon completion of their project that will be published on the Royal Holloway Travel Awards and College Prizes webpage.

Please let us know how you heard about the Doctoral School Research Awards. *

- Email from the Doctoral School
- Researcher Newsletter
- Twitter
- Doctoral School microsite
- Other
- Supervisor / Director of PGR Education

Agreement to the Conditions

By clicking on 'Submit', you are confirming that you have read the criteria, as well as the terms and conditions of the Award, and agree to abide by them.

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