**University of London (UoL) funding for PhD students**

Every year UoL allocates funds to Royal Holloway to support PhD student research. In 2015-2016, for the first time, these funds have been allocated to individual departments to administer. The money can be used to support any aspect of PhD student research; conference attendance, field work, analytical costs etc. The amount of money is limited, needs to be applied for and, is consequently, a competitive process. Given the limited funds available students with no research support (i.e. self-funded students or students in receipt of a Reid/College studentship) will be given priority. Applications from research council funded students will only be considered under exceptional circumstances. Given the amount of money that has been provided to the department, it has been decided that two deadlines a year will be set and that students can apply for up to £250 but with the understanding that, in exceptional cases, applications of up to £400 may be considered. In the application form students should highlight the total cost of the activity that they are undertaking so that if, in any given funding round, there is an underspend then further support can be allocated on an individual basis.

***Deadlines 30th November 2015 and 30th May 2016***

Application processes: Completed application form containing a written statement by the supervisor highlighting the significance of the proposed activity to the student project

Notification should occur within two weeks of submission deadline

If approved a valid expenses claim is needed for the awarded sum to be paid. This will either involve the use of Agresso (if a student has a College Payroll number) or a claims Excel form (if not a College employee). The claim will need to be supported by receipts for expenditure. The subproject to use is O10519-15. Further details of the claims process can be found: https://www.royalholloway.ac.uk/finance/financepolicies.aspx

Ian Candy

Director of Graduate Studies (current students)



**Application Form: University of London Grants for PGR Study Costs**

**Department of Geography**

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| **1. Name of student:**  |
| **2. Student’s email address:** |
| **3. Are you in receipt of a scholarship from one of the Funding Councils? If so which?**  |
| **4. Are you in receipt of any other scholarship funds? (please give brief details)** |
| **5. Have you received or applied for funding relating to this project from another source either internal or external to the college, including your Department? If yes, please give brief details.** |
| **6. Are you jointly supervised by staff in Geography and in another department? If so, which?** |
| **7. Please state your year of PhD study; whether you are full-time or part-time; your expected submission date (month and year)** |
| **8. Supervisor(s)** |
| **9. Start and end dates of study visit or other activity:**  |
| **10. Location of study visit or other activity:**  |
| **11. Purpose of study visit/activity (to be completed by the student) [approx. 100 words]:** |
| **12. Supporting statement by the supervisor addressing the importance of the activity at this point in time to the research project and the student’s professional development [up to 300 words]** |
| **13. Total cost of the activity, amount applied for (max. £400) and outline of how this will be spent:** |
| **14. Have you applied for this Grant previously, and if so was it successful?** |

Completed forms should be sent to Ian Candy (ian.candy@rhul.ac.uk) by 30th November or 31st May deadlines