Please read the instructions for this form carefully before completing it. If you have any questions regarding eligibility or the application process, please refer to the [Terms and Conditions](https://www.strath.ac.uk/studywithus/scholarships/pgrtravelaward/) online, or contact the PGR Funding Team at [rkes-res@strath.ac.uk](mailto:rkes-res@strath.ac.uk).

Objectives & Purpose of Travel

* The PGR Travel Award has been set up to provide financial support to students travelling to a conference.
* The Award can be requested for travel to participate in a conference where the applicant will be presenting their research in the form of a paper or poster.

Eligibility – Who Can Apply?

* The PGR Travel Award is available only to current Doctoral students at the University of Strathclyde.
* Doctoral students with access to any other travel/training funds as part of their research or studentship (e.g. UKRI-funded students) are not eligible for the PGR Travel Award.
* A student can only receive one award from the PGR Travel Fund for the duration of their Doctoral studies.
* A student can receive the PGR Travel Award during their minimum duration and up to one year into their write-up period. The stated travel must take place prior to submission of the thesis.

Award Amounts & Matched Contribution

* The maximum award amount that can be requested is dependent on the country of travel and other costs:  
  **United Kingdom: £50** **Europe: £400** **Rest of World: £700**
* Applicants must provide evidence of a matched contribution equal to or greater than the amount requested from the PGR Travel Award. The matched contribution can come from the applicant’s Department, Faculty, Graduate School, supervisor, or an external funding body or industrial organisation aligned with the applicant’s research area. The PGR Travel Award will not be granted without a matched contribution.

Application Requirements

* The PGR Travel Award application must be completed and returned to [rkes-res@strath.ac.uk](mailto:rkes-res@strath.ac.uk).
* Evidence of paper/poster acceptance must accompany the application.
* Applications must be fully completed and signed by both the applicant and the person(s) whose budget the matched contribution is coming from, before being submitted. Where there is an external matched contribution, a signed letter or email from the external organisation, confirming the amount being contributed, should be provided in place of the contributor signature on the application form.

Deadlines

* The PGR Travel Award is an ongoing Fund and applications are accepted throughout the year.
* Applications must be submitted before the date of travel indicated in the application.
* Applications submitted once travel has commenced or passed will not be considered.

Terms and Conditions of Award

* Each application will be considered on the information provided, the eligibility of the applicant and purpose of travel.
* If the stated travel does not take place, the awarded applicant must inform the PGR Funding Team immediately. Awarded funds for travel not undertaken may need to be reimbursed, depending on the circumstances that necessitated the cancellation of travel.
* Funds are awarded on the understanding that they are used for the purpose stated in the application.  If support outwith the sources detailed in the application is obtained elsewhere or any part of the grant is unused, the balance should be reimbursed to the PGR Travel Fund. Changes to the use of the grant are not allowed after it has been awarded.
* Successful applicants are required to complete and submit the Post Travel Report Form, no later than 30 days after the return travel date.

|  |  |
| --- | --- |
| **1. APPLICANT** | |
| Applicant: | Name of Applicant |
| Date of Application: | Date of Application |
| Department/School: | Department / School |
| Faculty | \*Choose a Faculty |
| Registration No. (e.g. 2019xxxxx) : | Registration Number |
| University Email Address: | University Email Address |
| Supervisor(s): | Name of Supervisor(s) |

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| --- | --- | --- | --- |
| **2. TRAVEL INFORMATION** | | | |
| Dates of Travel (including return date): | Choose Start date | to | Choose End Date |
| Destination City | | Destination Country | |
| Conference Title: | Name of Conference | | |
| Conference Dates: | Choose Start Date | to | Choose End Date |
| Further details, nature of participation and expected benefit of visit (approx. 100-300 words) | | | |
| Further details: | | | |

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| --- | --- | --- |
| **3. ESTIMATED EXPENSES** | Total of Estimated Expenses must be equal to or greater than the total combined matched and requested contributions. Please include all applicable expected expenses. | |
| Primary Travel: (flights, train fares, etc.) | Enter further detail here, if necessary | **£**\_\_\_\_\_\_\_ |
| Transportation: (travel between hotel and venue, etc.) | Enter further detail here, if necessary | **£**\_\_\_\_\_\_\_ |
| Fees: (conference fee, visas, etc.) | Enter further detail here, if necessary | **£**\_\_\_\_\_\_\_ |
| Accommodation: (hotel, hostel, etc.) | Enter further detail here, if necessary | **£**\_\_\_\_\_\_\_ |
| Other: (subsistence is not covered) | Enter further detail here, if necessary | **£**\_\_\_\_\_\_\_ |
| Total Estimated Expenses: | | **£** \_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| **4. MATCHED CONTRIBUTIONS** | | Matched contribution must be equal to or greater than the contribution requested from the PGR Travel Award. | |
| Primary Contributor: | Please specify | | **£**\_\_\_\_\_\_\_\_ |
| Secondary Contributor: | Please specify (if applicable) | | **£**\_\_\_\_\_\_\_\_ |
| Contribution requested from the PGR Travel Award: | | | **£** \_\_\_\_\_\_\_\_ |

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| **5. SIGNATURES and ATTACHMENTS** | | | Must be signed by applicant and contributor(s).  Unsigned applications will not be considered. | |
| Applicant signature: | Date: | Attachments: | | |
|  |  | Evidence of paper/poster acceptance | | |
| *“The information I have provided in this application is true and correct. I will travel as indicated on this application and will notify the PGR Funding Team immediately if travel does not occur. If payment of the PGR Travel Award has already occurred prior to the notification of non-attendance, I understand that I may be required to pay back the amount awarded.”* | | | | |
| Payment details: Successful applicants will be granted the award by bank transfer. In order to ensure payment if this application is successful, please confirm to us that your bank details are held by the Finance Office and are correct. | | | | **YES**  **NO** |
| Primary Contributor Signature: | Date: | Contributor Name & Position: | | |
|  |  |  | | |
| By signing, the contributor confirms their support for the request for the PGR Travel Award and commits to provide the matched funding as stated above in Section 4, provided the applicant is successful. | | | | |
| Secondary Contributor Signature: | Date: | Contributor Name & Position: | | |
|  |  |  | | |
| By signing, the contributor confirms their support for the request for the PGR Travel Award and commits to provide the matched funding as stated above in Section 4, provided the applicant is successful. | | | | |
| Contributor / Head of Department / Supervisor comments: | | | | |
|  | | | | |