



Application for Conference Support Grant

1 *Details of Applicant*

Name	
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2 *Details of Conference*

Full Title of Conference or Learned Society	
Title and Authors (which must include yourself) of Paper to be Presented at Conference	
Please circle the names of any co-authors attending the conference: a maximum of two authors will be eligible for full support.	
Place of Meeting	Date of Meeting

3 *Application for Support from Department*

Travel	£	Please give details of travel, subsistence and registration costs.
Subsistence	£	
Registration	£	
Total	£	
Sum Requested	£	
Balance (from other source – please state below)	£	
Date of Last Award from Department		
Funds from Other Source	Funding Agency	
	Amount Required	
	Amount Requested	
	Date Result Due	

Signed Date

I confirm my post is paid from general funds (i.e. not grant-aided) and that the purpose of this visit is to read a paper of which I am author/co-author.

Comments by Research Group leader (if meeting is research-related)

Signed Date

Notes

- 1 In order to avoid unnecessary delay, all sections of the application form should be completed.
- 2 Applications must be submitted **in advance** of the proposed conference.
- 3 Since the funds are limited, Conference Support will be given in the first instance only to members of staff who are reading a paper, either as the author or co-author.
- 4 Each member of staff will only be allowed one award within 12 calendar months.