

* Awards are available for travel, accommodation, conference costs only. The award cannot be used for food and drinks.
* Postgraduate Research Students may receive only one award for Conference Funding from the Training & Awards Committee during the course of their degree programme.
* There is an expectation that students will apply for /obtain funding from other sources or external bodies.
* The Training & Awards Committee will not consider any application which is incomplete and will reject it.
* Applications must include details of any previous conference(s) attended including the source of funding, location and duration.
* Retrospective applications will not be considered.
* Reimbursement claims must be made within one month after the event. Claims will not be considered before the event.
1. **Have you attended a conference before?** Choose

If yes was this: National (UK)/International

1. **Have you presented at a conference before?** Choose
2. **Have you previously received funding from us for conference attendance?** Choose

If so, when?

**Conference Application Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Registration date | **Year**  | Choose | **Degree** | Choose  | **PT/FT** | Choose |
| Name in full |  |
| **Email address** |  |
| **Supervisor** |  |
| **School** | Choose |
| **Student ID**  |  |
| **Home Address** |  |
| **Conference Title** |  |
| **Organising society or professional body** |  |
| **Dates** | FROM: Choose a date. TO: Choose a date. |
| **Location** |  |
| **Title of presentation** |  |
| **Oral or poster presentation** |  |
| **Why is this conference important for your career development? (no more than 150 words)** |
| **Have you applied for any other source of funding – if yes, what is it and when will you know the outcome of the additional funding request?** |
| **What is the amount of funding which you have received/applied for from an additional source?**  |
| **You are required to provide the Training & Awards Committee (TAAC) with an update on additional funding applications from other sources prior to the date of the TAAC meeting at which your application is to be considered.** |

**COSTS:**

Proof of expected costs/quotes are required.

|  |  |
| --- | --- |
| **Cost of Registration**  |  |
| **Does cost of registration include accommodation?** |  |
| **Cost of travel:(provide a quote from Selective Travel or travel company for the least expensive acceptable form of travel).** |  |
| **Cost of accommodation:****(provide a quote)** |  |
| **Additional expenses** (please specify in detail): |  |
| **Total amount of funding requested:** |  |

|  |
| --- |
| **Statement of Support from Principal Supervisor** |
|  |
| **Supervisor:** please confirm if any other sources of funding are available e.g. research council **YES / NO****If yes provide details:** |
| **Supervisor Signature:** | **Date:** |
| **PRINT NAME:** |

|  |  |
| --- | --- |
| **Applicant Signature:** | **Date** |
| **PRINT NAME:** |

**NEXT STEPS…**

* It is a condition of the award that a short report (no more than 250 words) must be submitted to the MVLS Graduate School within one month of the conference.
* The use of Air BnB accommodation bookings is prohibited on all bookings. It is the responsibility of students to ensure they comply with this policy.

**Now…read and sign the eligibility criteria and guidelines**

**Eligibility and Guidelines for Conference Support Award**

1. Applicants MUST be a registered PGR student. All applicants must be based within the College of MVLS.
2. Students will only be awarded one award during their period of study.
3. All conference trips must be made within 6 months of the date of the award.
4. The Award MUST be used for the same conference for which it was intended. If awardees are unable to travel to the intended conference for which they received the award due to travel/visa restrictions, the award cannot be automatically switched to another conference. If a student finds that they are unable to travel to the original conference for which they applied, and wish to attend another, they MUST make a separate application which will be considered by the Training and Awards Committee.
5. You are advised that all travel on behalf of the University is normally on economy class basis only.
6. Travel & accommodation can be booked through the [University Travel Hub](https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/). Travel can also be booked

through other companies, if paying for it with your own funds.

1. The cost of meeting an expense may be met by the department in question arranging to pay directly for the expense on behalf of the student, usually by Purchasing Card or project code. Contact your local school PGR Admin. You can also cover the costs with your own funds and be reimbursed via the online Student Expenses Form.
2. The University will reimburse the actual travel and associated costs incurred during a business journey. Students are expected to minimize costs without impairing the efficiency of the University and to avoid the University incurring any unnecessary expense. Reimbursement will be made providing the claim is supported by receipts (where receipts can be reasonably expected to be supplied).
3. Advice on health and safety issues can be obtained from the “Travelling overseas on University business” document which is available on the Insurance and Risk department of the Finance Office.
4. It is essential that travel insurance is arranged **before** departing the UK to insure you against injury and your belongings against damage and theft. You must inform the insurance section of the Finance Office of your intended trip and make them aware of pre-existing medical conditions prior to travelling as this information **must** be disclosed to the insurers. This can be done via the online form for travel insurance cover.

Please consult the insurance section of the Finance Office for clarification on the procedure for taking out University insurance.
5. The online form for activating the University’s travel cover can be accessed at <https://www.gla.ac.uk/myglasgow/insurance/> Please complete this form at least seven days prior to departure. **Please note that staff and postgraduate students who do not submit the online form from the Finance Office will not be covered by the University’s Travel Policy**

The policy will cover staff and postgraduate students whilst on a journey either outside the UK; or within UK (but only if it involves air travel or an overnight stay).

You must advise the insurance section of the Finance Office should the dates of your travel subsequently change from those originally provided.

If a student still wishes to travel to an area that the Foreign Office advises against visiting, then they must obtain authority to undertake the journey from the Dean. A risk assessment must be undertaken before any decision is made. If the trip is duly authorized, then the individual should contact the Insurance Section to determine if special travel insurance is required as such a journey may not be covered by the existing group travel policy.

###### Please sign and date before submitting your application

**I have read and understood the eligibility and guidelines for the Conference Support Award**

**Signature: Date:**

RETURN FORM TO: mvls-gradschool@glasgow.ac.uk by the appropriate closing date.

Applicants will be informed of the outcome 2 weeks after each closing date.