**Application for Research-Related Fieldwork Funds – School of Technology**

The School of Technology Fieldwork Fund is intended to support doctoral research students. Applications may also be considered by those students undertaking a Masters level course consisting of a substantial research element. If you are unsure whether you are eligible for this fund, please contact the School office on the below email.

The Fund Manager uses a flexible interpretation of the word 'fieldwork' and may allow any significant research activity that cannot be physically carried out within Cambridge.

Please send your completed application form, signed by you and your supervisor, along with evidence of approval for leave to work away (where applicable), to the office of the School of Technology ([education@tech.cam.ac.uk](mailto:education@tech.cam.ac.uk)), copying the graduate administrator in your Department.

**This fund is intended to**

* support research students in carrying out substantial research outside Cambridge (in the UK or overseas) which is essential for the research project to succeed and cannot be conducted whilst in Cambridge;
* provide assistance that cannot be covered by other funding sources - applicants must also apply to all other available sources for which they are eligible;
* cover a proportion of total fieldwork costs and costs of associated travel;
* provide a contribution to affordable accommodation during short research trips where applicants are required to continue to pay rent in Cambridge.

**Exclusions – the fund is not able to**

* fund students registered at an approved University Partner Institution;
* fund students participating in an approved exchange agreement where there is a period spent at another institution and fees are waived at Cambridge (e.g. A\*, NIH);
* fund participation on study tours;
* fund students with other financial sponsorship that includes adequate resources for fieldwork expenses;
* contribute to standard living and subsistence costs – students are expected to meet those costs normally sustained whilst in Cambridge;
* support trips of less than one week in duration or research which could be feasibly conducted from Cambridge using internet-enabled methods such as Skype or digital record collections;
* contribute to costs of travel for a period of time to be spent at another institution where this is not for the purpose of fieldwork, or provide funding for any related fees such as tuition or bench fees, or support travel to conferences.

**When to apply**

Applications for fieldwork funds should be made at least one month before the date of travel. Any applications for trips longer than one term in length should be made by the midpoint of the term prior to that in which the fieldwork is to be undertaken, at the latest. Please consult the information regarding ‘leave to work away’.

<https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>

**When will I receive an outcome?**

You can expect to receive an outcome to your application within two weeks. We will tell you how much you have been awarded and include a UPS3 payment form which you must complete and return to the contacts given in your department.

**How will I receive the funding?**

This will be paid to you directly by your Department, once they have received your completed UPS3 payment form.

Please note, your Department may request that you provide receipts for your expenses so do keep a record of your expenditure.

Upon returning, you must submit your Fieldwork Fund Report (the last page of this application form) confirming the details of your completed trip, highlighting any changes to the plan submitted in your original fieldwork fund application. You will need to confirm your expenditure and if, as a result of funding from other sources or by incurring less expenditure than expected, you will be required to return unspent funds.

**How we use your personal information**

For information on how we use your personal information, please see:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data>

**Fieldwork Fund application form**

Research students should complete this application in conjunction with their supervisor. Guidance notes are appended to this form and section 2 below allows applicants to check their eligibility for funding. Please direct any resulting queries to [education@tech.cam.ac.uk](mailto:education@tech.cam.ac.uk)

1. **Student Details**

|  |  |
| --- | --- |
| Surname | Forename |
| Course of Study | |
| Admit Term | |
| Department | |
| College | E-mail Address |
| Supervisor | |
| Total amount applied for £ | |

1. **Eligibility criteria**

|  |  |  |
| --- | --- | --- |
|  |  | *Tick to confirm* |
| Your status | Probationary PhD student, registered PhD student, research master’s student. |  |
| Your course | Registered in a Department in the School of Technology and not through a University Partner Institute, such as BAS, and on a standard Cambridge course (not a bilateral international course such as A\*, NIH, HHMI). |  |
| Purpose of visit | *Essential for my dissertation*: fieldwork, research in a collaborator’s lab using equipment not available in Cambridge, specialised language learning, accessing resources not available in Cambridge (eg observing, working in archives & collections). |  |
| Duration of visit | Normally at least 1 *week* away from Cambridge (if less than 1 week, please explain in section 4 why this trip is essential). |  |
| Permissions | I have been granted leave to work away for this study period. *I attach the Student Registry’s email confirming this.* |  |
| Risk Assessment | I have completed a Risk Assessment and confirm it has been *approved by my Department.*  I have also familiarised myself with the safety aspects of working away: <https://www.safeguarding.admin.cam.ac.uk/> |  |
| Insurance | I have applied for appropriate travel insurance. |  |
| Ethics/Open Access/IP | I have considered, and obtained permission where applicable, on any ethical matters, open access to data, ownership of intellectual property associated with my visit and the data it may generate – consult your supervisor. |  |

1. **Sources of funding**

You are required to state your source of funding and should approach your sponsor in the first instance to apply for research costs.

|  |  |
| --- | --- |
| Fee status (i.e. Home/EU, Overseas) |  |
| Who pays your fees? Sponsor/Self-Funded – please name any sponsor |  |
| If you have a sponsor, do they provide any funds for  research expenses? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sources of funding continued...**  Tick all boxes that apply to you and enter the amount you have applied for to support this trip from each of these sources | *Tick if applicable* | *Amount* ***applied for, or to be applied for*** *from this source for this trip* | *Amount* ***already obtained*** *from this source* | *Do you need a Fieldwork Fund grant to unlock this funding?* |
| I am funded by a UK Research Council or another funding agency which offers funding for fieldwork or lab visits **and I have applied** to the RC for support for this trip |  |  |  |  |
| My Department offers support for fieldwork **and I have applied** for support for this trip |  |  |  |  |
| My College offers support for fieldwork **and I have applied** for support for this trip |  |  |  |  |
| I have applied for funding from other sources (please describe). |  |  |  |  |
| ***Total amount sought/obtained from other sources:*** | |  | | |

1. **Details of trip**

If you are visiting more than one location during your trip please include these as separate rows in the table below. Two rows are provided but please add more as required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Depart date1*** | ***Return date*** | ***Main location to be visited*** | ***Type of activity – tick any that apply*** | | | | |
|  |  |  | ***Fieldwork*** | ***Lab work*** | ***Interviews*** | ***Archives/libraries/collections*** | ***Language training*** |
|  |  |  | ***Fieldwork*** | ***Lab work*** | ***Interviews*** | ***Archives/libraries/collections*** | ***Language training*** |
| Please give a brief outline your **research plan** making it clear why it is necessary to undertake this travel and how it contributes to your dissertation research (approx. 500 words). | | | | | | | |
|  | | | | | | | |

1. **Details of costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Expense***  ***type*** | ***Breakdown of costs – separate each journey, country, equipment cost etc.*** | ***Total costs in this category (£)*** | ***Amount already obtained*** | ***Amount requested from Fieldwork Fund*** |
| Transport from Cambridge e.g. flights, train |  |  |  |  |
| Internal travel costs – number of trips and method of transport |  |  |  |  |
| Field assistance – assistants and equipment, including numbers and rates |  |  |  |  |
| *Additional* rent –accommodation type and nightly rate |  |  |  |  |
| ***Totals*** | |  |  |  |

**Terms and Conditions**

1. You and your travel plans mustmeet the criteria set out on page 1.
2. You must obtain Leave to Work Away (LWA) by making a formal application to the University, and have this approved by all relevant parties, before you travel.
3. In order to obtain LWA, you must have undertaken a Risk Assessment and had this signed off in your Department’s Safety Officer.
4. You must obtain travel insurance (this can be arranged through the University, for overseas travel only).
5. Where applicable to your research, you must consider matters of ethics, open access to data and ownership of intellectual property, obtaining permissions as required.
6. The grant is made in the form of an advance; on your return and you must submit a brief report confirming the grant has been spent as specified.
7. You must declare the funds to be received from any other source immediately upon notification of any such award. Any funds advanced for your trip that were not needed, either as a result of funding elsewhere or lesser requirements, may be reclaimed from you and used to support other students.
8. The School retains the right to refuse funding, or to claim back the full award, if it is identified that false representations have been made in this application or the post-fieldwork report.

For further information on leave to work away, see the Student Registry pages - <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/leave-work-away-cambridge>

**Statement of Student**

* ***I accept the terms and conditions set out above and the criteria on page 1.***
* ***I attach the email from the Student Registry granting Leave to Work Away for this study trip*** *(applications will not be processed without this evidence of LWA).*
* ***I agree to supply a brief report on return confirming the actual expenditure and will repay some or all of the grant in the event of it not being used.***

***Electronic signatures are acceptable***

**Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Supervisor**

|  |  |
| --- | --- |
|  | **Tick to confirm** |
| ***It is essential for the student to travel as specified to gather data for the dissertation that cannot be obtained in Cambridge or by using other means (e.g. Skype).*** |  |
| ***The expenses as set out at point 5 are reasonable and necessary*** |  |
| ***The student has completed a Risk Assessment, which has been approved by the Department’s Safety Officer*** |  |
| ***I have discussed any matters concerning ethics, open access data or intellectual property with the student, and any permissions have been obtained*** |  |

***Electronic signatures are acceptable***

**Signature of Supervisor:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (block letters):

**Fieldwork Fund Report**

Please complete this form and send it to: [education@tech.cam.ac.uk](mailto:education@tech.cam.ac.uk)

* Within one month on your return to Cambridge, or
* As soon as possible, if you have not been able to travel for the purposes set out in your application to the Fund.

|  |  |
| --- | --- |
| Your name |  |
| Locations(s) of work away |  |
| Purpose of travel |  |
| Dates of travel | From:    To: |
| If dates of travel or destination were different from those on your application to the Fieldwork Fund, please explain why |  |
| Total cost of trip | £ |
| Funding awarded by other bodies | £ |
| Total funding awarded from Fieldwork Fund | £ |
| Total expenditure of fieldwork award | £ |
| If expenditure is less than the sum awarded by the fieldwork fund, please explain why |  |

**Declarations**

**STUDENT**

I confirm that I have used the fieldwork funds granted for the purposes for which they were awarded and I agree to repay any unspent portion of the funds.

Signed ……………………………………………………………………………. Date ………………….

**SUPERVISOR**

I confirm that the student completed the travel as specified above and that costs are correct.

Signed ……………………………………………………………………………. Date ……………………

The School of Technology has the right to refuse funding, or to claim back the full award, if it is identified that false representations have been made in this report or in your original application for fieldwork funds.