

**CTConfForm: Application Form for Conference Funding for Current Trust Scholars**

During the tenure of a PhD award, scholars can apply for funding towards one conference, up to a maximum of £500 (applications for virtual conference fee registrations will also be considered).

This form can only be used for Conference Funding. If you require extension or exceptional funding, please use the **CTAddFundForm**, which you can download from our website.

If you require conference funding as part of an extension funding application, please submit separate applications for both.

***Please ensure that this form is completed accurately and submitted at least six weeks before a decision is required.***

Please complete [Part I](#_Part_I_) of this form and ask your Supervisor/Course Director or College Tutor to complete [Part II](#_Part_II_). They should then send the form to the Trust at [cambridge.trust@admin.cam.ac.uk](mailto:cambridge.trust@admin.cam.ac.uk).

We cannot consider applications that have not been signed off by your Supervisor/Course Director or College Tutor.

For full details on eligibility, and how and when to apply, please visit our website at: <https://www.cambridgetrust.org/scholar-information/additional-funding-for-trust-scholars>

**IMPORTANT INFORMATION**

* Additional funding is discretionary. There is no guarantee that the Trust will approve requests for additional funding, either in full or in part.
* It is the Trust’s policy that retrospective applications cannot be considered.
* Applications made for conferences that take place during a period of extension will not be considered.
* Please be aware that only one conference grant may be awarded. If you have already received a conference grant from the Trust, we will not be able to consider further applications.
* If an application for conference funding is declined (and you have not previously received conference funding from the Trust), you may apply again for a different conference.
* We may share your application with your College Tutor and/or Supervisor/Course Director, should we require additional information.
* If made an award, we would like you to prepare and send us a brief summary/report after you have attended the conference, to set out how attendance has benefitted you and the course of your research and development.
* If you receive funding for a conference and subsequently do not attend, we would ask for the funds to be returned.

**Applications are reviewed in the month following application submission (so, for example, if you submit it in June it will be reviewed in July). You will be informed of the outcome as soon as possible.**

**Please note, the Trust’s busy period for extension funding applications is July – September so there may be a delay in getting back to you. Your patience is appreciated.**

# Part I *to be completed by the Scholar*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | | | |
| USN: | |  | | | | | | | |
| Degree & subject: | |  | | | | | | | |
| Which year of your study will you be in when you attend this conference?  *Please put an X by the relevant option* | | First Year | | |  | | | | |
| Second Year | | |  | | | | |
| Third Year | | |  | | | | |
| Fourth Year *(this only applies to MRES or 4-year PhDs)* | | |  | | | | |
| I will be in a period of extension | | |  | | | | |
| College: | |  | | | | | | | |
| Scholarship: | |  | | | | | | | |
| Your email: | |  | | | | | | | |
|  | | | | | | | | | |
| *Please put the name of the person best placed to sign-off this application - only one name, please* | | | | | | | | | |
| Course Director / Supervisor or College Tutor name: | | | |  | | | | | |
| Course Director / Supervisor or College Tutor email: | | | |  | | | | | |
|  | | | | | | | | | |
| When are you planning to submit your soft-bound thesis: | | | | | |  | | | |
|  | | | | | | | | | |
| What is the name of the conference: | | |  | | | | | | |
| Where is the conference taking place: | | |  | | | | | | |
| When is the conference (DD-MM-YY): | | | | | | | | | |
| From: |  | | | | | To: |  | | |
| Are you presenting at this conference:  *Please put an X by the relevant option* | | | | | | Yes |  | No |  |
| Total cost to attend this conference (GBP £): | | | | | |  | | | |
| Do you have any **confirmed** funding for this conference from any other sources? *Please put an X by the relevant option* | | | | | | Yes |  | No |  |
| If you answered YES, where has this confirmed funding come from, and what is the amount (GBP £):  *Please enter amounts for all that apply – if you have answered NO, please leave this section blank* | | | | | | Source: | | Amount: | |
| College | |  | |
| Department | |  | |
| Supervisor | |  | |
| Personal Savings | |  | |
| Other *(please specify below)* | |  | |
|  | |
| TOTAL | |  | |
|  | | | | | | | | | |
| How much funding do you require from the Trust (GBP £):  *Please note the maximum amount we can consider is £500* | | | | | |  | | | |

|  |
| --- |
| Briefly explain how this conference relates to your study *(max. 200 words)* |
|  |

**Scholar Declaration and Signature**

|  |  |  |
| --- | --- | --- |
| I confirm that I have read the important information and guidance on page 1 and understand that:   * If made an award, I need to prepare and send the Trust a brief summary/report after I have attended the conference, to set out how attendance has benefitted me and the course of my research and development * My application and conference report may be shared with my funding partner (if I have one) and am happy for these to be shared as required * If I do not attend the conference, I must inform the Trust as conference funding may need to be returned | | |
| **Scholar signature:**  *(Electronic signature is fine)* | **Print name:** | **Date:** |
|  |  |  |

**Please send your completed form to your named Supervisor/Course Director or College Tutor for them to complete** [**Part II**](#_Part_II_)

# **Part II** *to be completed by the Supervisor/Course Director or College Tutor*

Supervisor/Course Director or College Tutor are requested to complete this section, and email the fully completed form to [cambridge.trust@admin.cam.ac.uk](mailto:cambridge.trust@admin.cam.ac.uk).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Telephone: |  | | | | |
| Email: |  | | | | |
| Relationship to applicant:  *Please put an X by the relevant option* | Supervisor |  | | | |
| Course Director |  | | | |
| College Tutor |  | | | |
|  | | | | | |
| Does this application have your support?  *Please put an X by the relevant option* | | Yes |  | No |  |
| Do you have any comments? | | | | | |
|  | | | | | |

**Declaration and signature**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| We may need to share this application with funding partners. Are you happy for your comments to be shared?  *Please put an X by the relevant option* | | | | | |
| Yes |  | | No |  | |
|  | | | | | |
| I confirm that:   * I am aware of - and support - the applicant’s plan to apply for this conference * Attendance at this conference will directly benefit the applicant’s study | | | | | |
| **Supervisor/Course Director or College Tutor signature:**  *Electronic signature is fine* | | **Print name:** | | | **Date:** |
|  | |  | | |  |