

**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.

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 your scholarship includes a Research Grant, please do not complete this form, email the Scholarships Team at cambridge.trust@admin.cam.ac.uk for advice.

***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.

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/financial-assistance-for-trust-scholars>

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 additional funding applications is July – September so there may be a delay in getting back to you. Your patience is appreciated.

**IMPORTANT INFORMATION**

* The Trust will not consider:
	+ retrospective applications
	+ applications for conferences that take place during a period of extension
	+ applications from Honorary scholars
	+ applications from scholars who are no longer receiving funds from the Trust
* The conference you wish to apply for must take place within the duration of your scholarship and must be relevant to your studies, without compromising your plans for completion.
* 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.
* If made an award, please share a brief summary/report within 2 weeks after you have attended the conference. The Trust likes to understand how attendance has benefitted you and the course of your research and development.
* If the conference is cancelled, or you do not attend, you must return the funds.

# Part I *to be completed by the Scholar (all fields must be completed, please)*

|  |  |
| --- | --- |
| 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 |  |
| 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: |  |
|  |
| 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 £): |  |
| Please provide details of any confirmed funding you have in place from other sources for this conference (GBP £):*Please enter amounts for all that apply – if you do not have any other funds in place, 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 |
|  |

**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 within 2 weeks of attending the conference
* My application and conference report may be shared with my funding partner (if I have one) and I am happy for these to be shared as required
* If I do not attend the conference, I must return any funding offered
 |
| **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.

|  |  |
| --- | --- |
| Name: |  |
| Telephone: |  |
| Email: |  |
| Relationship to applicant:*Please put an X by the relevant option* | Supervisor |  |  |
| Course Director |  |
| College Tutor |  |
|  |
| Why does this application have your support? *(e.g. how this conference is relevant to the applicant’s study and how it fits with their plans for completion)* |
|  |

**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
 |
| **Signature:***Electronic signature is fine* | **Print name:** | **Date:** |
|  |  |  |