

**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.

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 may be considered providing the conference is necessary for your studies/writing up.
* 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.

# 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.

|  |  |
| --- | --- |
| 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:** |
|  |  |  |