

**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 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](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:** |
|  | |  | | |  |