CTAddFundForm: Application Form for Additional Funding for Current Trust Scholars

For general additional funding conditions please see the Trust's website here - Guidance for awardees - The Cambridge Trust

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Extension Funding (for PhD scholars receiving full or partial maintenance from the Trust)

Trust PhD scholarships typically cover 3 years of funding support unless otherwise stated. We expect students to carefully plan their research and writing-up so that everything can be completed within the overall timeframe. However, we recognise that due to circumstances additional time may be needed.

If you are a PhD scholar in receipt of full or partial maintenance funding from the Trust, you are eligible to apply for up to 6 additional months of maintenance funding to complete your studies, including writing-up. No extension funding is available beyond 3.5 years.

Applications should be made as close to the end of your scholarship award date as possible, so we have a clear indication of both your financial need at that time and your timeline for completion of your studies.

Exceptional Funding

This is additional funding for unforeseen circumstances beyond your control. Exceptional funding applications can be made at any time.

This could include: travel costs following close family bereavement or serious illness resulting in a period of medical intermission. It does not cover: non-medical intermission (for example, for an internship).

For guidance, please email the Awards Team at cambridge.trust@admin.cam.ac.uk

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How to apply

- Complete **Part I** of this form. **Incomplete forms will delay consideration**.
- Forward the form to your College Tutor to complete **Part II**.
- Your Tutor should send the form to your Supervisor/Course Director to complete **Part III** and submit the fully completed form to the Trust.
- All personal information is treated in strict confidence.

Notification of Outcome

Applications are initially checked for completeness; missing information will be requested. Once complete, applications proceed to formal assessment.

Decisions are normally made in the month following submission (e.g. June submissions are reviewed in July), though timelines may vary depending on complexity and volume.

If a request is deemed to be urgent, it may be reviewed sooner.
The Trust's busiest period for additional funding applications is June to September so there may be a delay in getting back to you during this time.

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

Name:	
USN:	
Nationality:	
Degree & subject:	
Where will you be residing during the period of additional funding? *(town & country)*	
College:	
Scholarship:	
Your email:	
College Tutor name:	
College Tutor email:	
Course Director / Supervisor name:	
Course Director / Supervisor email:	

The period of time you need the funding for:					
From:		To:		No. of months:	

When is your submission deadline (as shown on CamSIS):	
When are you planning to submit an electronic copy of your thesis for examination:	

What is the request for:	Extension Funding ◯	Exceptional Funding ◯

Briefly outline the exceptional reason(s) beyond your control which have contributed to the need for extension funding or exceptional funding *(we do not need a detailed breakdown of your research unless it is specific to these reasons):*

FOR EXTENSION FUNDING APPLICATIONS ONLY, please clearly set out your timeline for submitting an electronic copy of your thesis for examination *(e.g. Gantt chart, bullet points, etc.)* Please note that extension funding is for completing your writing-up leading to submission of an electronic copy of your thesis for examination. Extension funding does not cover any additional time for attendance at conferences, preparation of publications, viva, corrections, final hardbound and electronic thesis submission, or costs to remain in Cambridge for graduation.

Please ensure that you complete the remainder of this form fully and as directed.

Incomplete forms will delay consideration.

Finance

You must list your estimated expenses and apply for what you need based on these estimates, rather than a continuation of your current maintenance.

ESTIMATED EXPENSES (£) *(Please list total amounts, not per month)*

Type:	Estimated total cost (£):	Details:
Accommodation (rent)		
Utility bills		
Food		
Internet / phone		
Transport		
Leisure		
Other commitments *(please include itemised breakdown with costs in Details section)*		
TOTAL		

FUNDING FROM OTHER SOURCES (£)

You must have explored all other eligible sources of funding before applying to the Trust.

Source of funding	Applied for *(select relevant option)*				Amount requested (£)	Date of outcome	Amount confirmed (£)
Dept / Faculty	Yes ◯	No ◯	Application in Progress ◯	Not Eligible ◯			
College	Yes ◯	No ◯	Application in Progress ◯	Not Eligible ◯			
Personal	Yes ◯	No ◯	Application in Progress ◯	Not Eligible ◯			
Other sources *(please specify below)*							
	Yes ◯	No ◯	Application in Progress ◯	Not Eligible ◯			
	Yes ◯	No ◯	Application in Progress ◯	Not Eligible ◯			

If you have indicated "*No*" or "*Not eligible*" above, please briefly explain why

Please confirm the total amount requested from the Trust (£):	

Have you undertaken any paid placement(s)/internship(s) during your studies? If so, please provide further details, including dates and payment(s) received.

Scholar Declaration and Signature

I confirm that I have read the information on page 1 and the guidance on the Trust's website, and understand that:

- If my application is incomplete, it will be returned to me and will delay the outcome.
- My application may be shared with a funding partner, if their input is necessary.
- I am required to inform the Trust if there are any changes to my plan for completing my PhD and submitting my electronic thesis and if there any delays to my progress.
- I am required to inform the Trust if I am awarded funding from any other sources.

Scholar signature: *(Electronic signature is fine)*	**Print name:**	**Date:**

Please now pass your completed form to your College Tutor and ask them to complete Part II.

Part II *to be completed by the College Tutor*

College Tutors are requested to complete this section and send the form to the applicant's Supervisor or Course Director to complete **Part III**.

Name:	
Telephone:	
Email:	
Why does this application have your support?	
What gives you confidence that the timeline provided is realistic and how will this be monitored?	
Please note: *If the original scholarship is co-funded by the College, co-funding will be pre-approved as stated in the signed agreement. If co-funding is not covered in the agreement, the expectation is that the College will co-fund as per the terms of the original scholarship. We will be contact the College in these cases.*	
ASIDE FROM ANY AGREED CO-FUNDING To what extent has the College already offered any additional funding to the applicant? *(please provide details and amount in £)*	
ASIDE FROM ANY AGREED CO-FUNDING What funding is the College able to offer in contribution to this request? *(please provide details and amount in £)*	

Declaration and signature

We may need to share this application with funding partners. Are you happy for your comments to be shared?	Yes ◯	No ◯

I confirm that the applicant and the College have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application.

College Tutor signature: *(Electronic signature is fine)*	**Print name:**	**Date:**

Part III *to be completed by the Supervisor/Course Director*

Supervisors are requested to complete this section and email the fully completed form to cambridge.trust@admin.cam.ac.uk.

Name:	
Telephone:	
Email:	

Why does this application have your support?
What gives you confidence that the timeline provided is realistic and how will this be monitored?
Please note: *If the original scholarship is co-funded by the Department, co-funding will be pre-approved as stated in the signed agreement. If co-funding is not covered in the agreement, the expectation is that the Department will co-fund as per the terms of the original scholarship. We will be contact the Department in these cases.*
ASIDE FROM ANY AGREED CO-FUNDING To what extent has the Department already offered any additional funding to the applicant? *(please provide details and amount in £)*
ASIDE FROM ANY AGREED CO-FUNDING What funding is the Department able to offer in contribution to this request? *(please provide details and amount in £)*

Declaration and signature

We may need to share this application with funding partners. Are you happy for your comments to be shared?	Yes ◯	No ◯

I confirm that the applicant and the Dept have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application.

Supervisor signature: *(Electronic signature is fine)*	**Print name:**	**Date:**