

**Faculty of Mathematics Leave to Work Away Research Fund**  
**\*please read the notes on p5 before applying\***

**APPLICATION FORM**

**A Personal Details**

Surname (family name)		Forename	
Course of Study (eg PhD; probationary PhD)		Department	
Date of start of course eg Oct 2014		College	
E-mail Address (for correspondence)			

**B Are you eligible?**

Please complete the following checklist to check that you and your travel plans meet the criteria:

		<i>Tick to confirm</i>
Your status	Probationary PhD student, or am registered for the PhD, or for the MSc, or for a research MPhil examined by thesis	
Your course	Registered in a department in the School of Physical Sciences and not through a University Partner Institute, such as BAS, and on a standard Cambridge course (not a bilateral international course such as A*, NIH, HHMI)	
Purpose of visit	<b>Essential for my dissertation:</b> fieldwork, research in a collaborator's lab using specific equipment not available in Cambridge, specialised language learning, accessing resources not available in Cambridge (eg observing, working in archives & collections)	
Duration of visit	Normally at least <b>2 weeks</b> away from Cambridge (if less than 2 weeks, please explain why this trip is essential in section D)	
Permissions	I have been granted Leave to Work Away for this study period. <b><i>I attach the Student Registry's email confirming this</i></b>	
Risk Assessment	I have completed a Risk Assessment and it has been <b><i>approved by my department</i></b>	
Insurance	I have applied for travel insurance	
Ethics/Open Access/IP	I have considered, and obtained permission where applicable, any ethical matters, open access to data, ownership of intellectual property associated with my visit and the data it may generate – <b><i>consult your supervisor</i></b>	

**If you have been able to tick ALL the boxes, proceed to section C**

► Applications in which one or more statement is left unchecked will not be taken forwards.

APPLICANT'S NAME.....

**C Other sources of FUNDING**

Tick all boxes that apply to you and enter the amount you have applied for this trip from each of these sources

	<i>Tick if applies to you</i>	<i>Do you need a grant from the Fieldwork Fund to unlock this funding?</i>	<i>Amount applied for from this other source for this trip</i>	<i>Amount already obtained from this source</i>
I am funded by a UK Research Council or another funding agency which offers funding for fieldwork or lab visits <b>and I have applied</b> to the RC for support for this trip				
My Department offers support for Fieldwork etc <b>and I have applied</b> for support for this trip				
My College offers support for Fieldwork etc <b>and I have applied</b> for support for this trip				
<b>Total amount sought/obtained from other sources:</b>				

► You may apply to the School for a contribution towards the costs that **exceeds the total amount sought from other sources**. Proceed to Section D

**D Dates and reasons for TRAVEL**

<i>Depart date<sup>1</sup></i>	<i>Return date<sup>1</sup></i>	<i>Main location to be visited<sup>1</sup></i>	<i>Type of activity - choose all that apply</i>				
			Fieldwork	Lab work	Archives/libraries/ collections	Interviewing	Language training
Please give a brief outline of your <b>research plan</b> making it clear why it is necessary to undertake this travel and how it contributes to your dissertation research – <i>note that the Fund is essentially for <b>gathering essential data for your dissertation that cannot be obtained by staying in Cambridge</b>; it does not cover conferences or collaborative visits; or relocation to work alongside your supervisor whilst on leave/sabbatical</i>							

Notes

1 Your Leave to Work Away permission must specifically cover these dates and location(s)

## E Details of COSTS

<i>Expense type</i>	<i>Please specify:</i>	<i>DETAILS of what you require:</i>	<i>Total costs in this category (£)</i>	<i>Amount already obtained for this (as in section C)</i>	<i>Amount needed from Fieldwork Fund</i>
Transport to site <sup>2</sup>	<ul style="list-style-type: none"> <li>Type of transport e.g. flights</li> </ul>				
Internal travel costs <sup>2</sup>	<ul style="list-style-type: none"> <li>Type of transport (e.g. buses or hire of transport);</li> <li>number of trips, or rate and duration of hire</li> </ul>				
Field assistance	<ul style="list-style-type: none"> <li>Number of assistants and/or equipment hired</li> <li>per week hire rate and</li> <li>total no. of weeks required</li> </ul>				
<i>Additional rent</i> <sup>2,3</sup>	<ul style="list-style-type: none"> <li>No. of weeks for which you are paying two rents</li> <li>Weekly rent at the destination</li> </ul>				
<i>Other costs</i>					
			<b>Total costs</b>		

## Notes

2 All travel and accommodation costs should be by the **most economical means**.

3 Complete this section only if you must **continue to pay rent in Cambridge** and will *also* incur rent costs in your destination. A maximum of up to £50 per week is available

APPLICANT'S NAME.....

**Terms and conditions**

1. You and your travel plans must **meet the criteria** set out in the attached **Notes** and in **Section B**
2. You must obtain **Leave to Work Away (LWA)** by making a formal application to the University **before you travel**
3. In order to obtain LWA, you must have undertaken **a Risk Assessment** and had this **signed off by your Department**
4. You must obtain **travel insurance** (this can be arranged, for overseas travel only, through the University)
5. Where applicable to your research, you must consider matters of ethics, open access to data and ownership of intellectual property and obtain permission if required
6. The grant is made in the form of **an advance**, and you must submit a **brief report** confirming the grant has been **spent as specified, on your return.**
  - ▶ **Any funds advanced for your trip that were not needed for whatever reason may be reclaimed from you and used to support other students.**

**Statement of Student**

- *I accept the terms and conditions set out above and in the attached Notes*
- *I attach the email from the Student Registry granting Leave to Work Away for this study trip (applications will not be processed without this evidence of LWA)*
- *I agree to supply a brief report on return confirming the actual expenditure and will repay some or all of the grant in the event of it not being used*

*Electronic signatures are acceptable*

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Statement of Supervisor**

- *It is essential for the student to travel as specified to gather data for the dissertation that cannot be obtained in Cambridge*
- *The expenses as set out in Section E are reasonable and necessary*
- *The student has completed a Risk Assessment, which has been approved by the Department*
- *I have discussed any matters concerning ethics, open access data or intellectual property with the student, and any permissions have been obtained*

*Electronic signatures are acceptable*

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Name (block letters): \_\_\_\_\_

## School of Physical Sciences

### \*NOTES on applying to the Leave to Work Away Resesarch Fund for fieldwork and other authorised research away from Cambridge\* for Research Students (PhD, MSc or MPhil examined by thesis)

#### This fund is intended to

- support **Research students** (Section A) in carrying out **substantial research work** outside Cambridge (in the UK or overseas) which is **essential for your research**, which **cannot be carried out in Cambridge**, and for which you have been formally granted **Leave to Work Away** by the University (section B)
- provide assistance that cannot be covered by other funding sources - you must apply to all other sources available to you (Section C)
- cover flights and/or other transport and fieldwork costs, including hire of transport and/or field assistance
- provide a contribution (up to £50 per week) to living costs where you are required to *continue to pay rent* in order to retain your Cambridge accommodation AS WELL AS paying for accommodation during your trip and/or if the living costs are significantly higher than in Cambridge (section D)

#### Exclusions

##### a) This fund is *not* for

- attending conferences
- brief trips (we would not normally support trips of less than 2 weeks, but consult the fund manager if in doubt – see email at foot of form)
- subsistence (food etc – it is assumed that you would still need to pay for this if you were still in Cambridge)
- *purchase* of equipment (rather than hire)

##### b) The following are **NOT** eligible for funding from this source

- Students registered at an approved University Partner Institutions (UPIs, such as British Antarctic Survey)
- Students participating in an approved exchange agreement involving a compulsory period spent at another institution overseas for which fees are waived at Cambridge (e.g. A\*, NIH, HHMI Janelia Farm)
- Students with sponsorship that specifically includes adequate resources for fieldwork and study trip expenses
- MPhil students on taught courses (if you are uncertain whether your course is excluded, consult the fund manager – see email at foot of form)

#### Deadlines

There are no deadlines providing you apply **at least one month before you leave** on fieldwork; applications are dealt with as they are received.

#### Can I apply more than once?

You may make more than one application to the fund during your course, and may apply for more than one trip in a given academic year, but please be aware that if you claim more than once in a year, any second award, if agreed, may be lower in fairness to other applicants.

#### How is the funding paid?

Funding is issued by your department in the form of an **advance** to cover upfront expenses, like air tickets.

► **On return**, you will be asked to confirm, in a **brief report** to the department, that you spent the funding as specified in this application.

► If you **did not travel** or **did not spend the whole amount awarded**, you must inform the department and be prepared to refund some, or all, of the unspent award.