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**Application for Discretionary Academic Development Funding**

**What is this form for?** You should complete this application form if you would like to apply to the Trust for Academic Development Funding. Academic Development Funding is intended to support activities such as attendance at conferences or courses, which are additional to those which should be covered by the University fee paid by the Trust. Any application which funds a key component of your course or covers physical items will not be considered. Please see the ‘Discretionary Funding - Academic Development’ section in The Guidelines for Scholars for further information.

*\*Please note: Academic Development activities cannot be applied for during a period of overrun or fourth year (if your course is a recognised four year degree), however you may attend an activity during this period if you apply to attend the event whilst in your third year.*

**Instructions: You must complete pages 1, 2 and 3 of the form and send the entire form to your Supervisor. Your Supervisor must complete page 4 of the form and return the completed application form to the Trust.**

**The completed form should be returned to:** Gates Cambridge, Ground Floor, The Warehouse, 33 Bridge Street, Cambridge,CB2 1UW via UMS (or standard post) or **emailed** to Student Support - [scholar.support@gatescambridge.org](mailto:scholar.support@gatescambridge.org)

**Deadline:** Scholars and Supervisors are asked to ensure that the completed form reaches the Trust well before the Academic Development activity takes place - at least one month beforehand. **The Trust will not consider retrospective applications.**

**Office use only**

Received:

|  |  |
| --- | --- |
| **1. Scholar Details** | |
| Name: | College: |
| Email:  Degree & Subject: | **For PhD students only** – please highlight current Year:  1st 2nd 3rd  \*Scholars who are in the 4th Year of their PhD cannot apply for Academic Development Funding - please see above. |

|  |  |
| --- | --- |
| **2. Academic Development Activity Details** | |
| Title of activity & reasons for attendance: |  |
| Location of activity:  (city, country): |  |
| Start and end date of activity: |  |

**Please insert “Y” for Yes in the boxes below to confirm the following:**

Invitation or Confirmation from Academic Development activity organiser is attached

Supervisor to sign form and confirm you are attending the activity

If you are on a **one-year course,** you have **up to £500** to attend Academic Development activities during your time as a Gates Scholar. **Please also note** that you can only apply for a maximum of £500 in the first year of your PhD.

If you are on a **two-year course**, you have **up to £1,250** to attend Academic Development activities during your time as a Gates Scholar.

If you are on a **three-year course (or recognised four-year PhD course)**, you have **up to £2,000** to attend Academic Development activitiesduring your time as a Gates Scholar.

**Please note that applications are considered on a case by case basis and are approved at the discretion of the Trust.**

**3. Finance Details**

**Estimated Expenses Total needed (£) Further information**

*Please note: funds* ***cannot*** *be applied for to pay unofficial or unregulated suppliers such as*

***Family members, friends, Airbnb accommodation, Uber transport*** *and similar*

|  |  |  |
| --- | --- | --- |
| Travel |  |  |
| Academic Development activity fees |  |  |
| Accommodation |  |  |
| Other (please specify) |  |  |

**Total amount needed £**

***Please note:*** *Cost of food should not be included in your budget as this cost should be met by your normal maintenance allowance.*

**Have you applied for and/or received any contribution from other sources to put towards this total Academic Development activity expense?**

**Source applied to:**

**Dates results of application known:**

**Amount applied for (£):**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Total from other Sources** **£** |  |  |

**Previous application to Trust for Academic Development expenses:**

£

Maximum allowance amount from the Trust?

E.g. £500 MPhil, £2,000 PhD (see above)

£

Total amount of previous Academic Development grant awarded by Trust   
(or n/a if not applicable):

£

**Total amount requested from Gates**

**Cambridge Trust for this application:**

£

Academic development allowance remaining if application is successful:

Please make sure you acknowledge this financial support by adding the Gates Cambridge Trust logo in any paperwork or posters if you are presenting at conferences or similar. The logo information will be attached to the confirmation email you will receive if your application is successful.

Before signing please read the following and insert Y in the boxes below to confirm that you have read, understood and accept the following terms and conditions of this application:

I confirm that I will contact the Trust immediately if for any reason I am unable to participate in the activity for which I am applying for funding.

I confirm that I have provided the Trust with an estimate of expenses and/or other supporting documentation that evidences the expected costs for this activity. If permission for this activity is granted by the Trust, I will forward receipts within three moths to evidence the actual costs incurred whilst undertaking this activity.

I understand that I will be required to repay, immediately after the activity, to the Trust such sums from the award that have not been spent for the purposes outlined in this application or if I cannot provide, on request from the Trust, relevant receipts.

I confirm that I will ensure that I have sufficient insurance to cover the value of any personal items or equipment that I may have in my possession during the activity. Please see the following link about insurance offered by the University: <http://www.admin.cam.ac.uk/offices/insurance/travel/>

If travelling to an activity held outside the UK, I confirm that I will ensure that I have sufficient health insurance to cover myself for any accidents and have completed any necessary risk assessments required by the University of Cambridge. Please see the following links about risk assessment: <https://www.safeguarding.admin.cam.ac.uk/> and foreign travel advice - <https://www.gov.uk/foreign-travel-advice>

I understand that the Trust has no control over the activity for which I am applying for funding and will not be held liable for any loss or injury that occurs due to my attendance.

**The Scholar's Supervisor is kindly requested to complete this section as fully as possible and then return the entire application form to the Trust.**

**Scholar’s signature:** **Date:**

|  |  |
| --- | --- |
| **4. Supervisor Section** | |
| Name: | Department: |
| Email: | |
| How much support do you give this application? (delete/highlight/circle as appropriate)  Very strong - Strong Support - Limited Support - Not supported | |
| If this application has your support please set out the reasons why below. Your comments are very helpful to the Trust when making funding decisions, particularly with the limited funds available, so please provide as much valued-added information as possible. | |
|  | |
| Please indicate whether the Department is able to provide any financial support for this application and the likely amount. | |
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| --- | --- |
| **Supervisor’s signature:** | **Date:** |