

**Gates Cambridge – Additional funding form**

This form is for final year, Gates Cambridge Scholars who require additional financial support to complete their studies due to disruption caused by coronavirus (Covid-19).

Please note:

1. Your application can only be considered if both Part I and Part II are complete. Part II must be completed by your Supervisor or Course Director.
2. Your application can only be considered if you have completed the latest Scholars’ Annual Report for the Trust.
3. The Trust hopes you will complete successfully and will facilitate this where possible however, there is no guarantee that the Trust will approve requests for additional funding, either in full or in part and no retrospective applications will be considered.
4. Approved funds can only be disbursed to scholars who are considered to be actively studying by the University. This most likely means that you must extend your end of registration date in the student self-service area of CamSiS. It is your responsibility to seek approval from the University for a delayed thesis submission.

**How to complete your application:**

* Complete Part I as fully as possible yourself.
* Send the form to your Supervisor or Course Director, who should complete Part II and return the finalised form to the Trust **at least 6 weeks before the beginning of your Fifth Year**.

**PART I: to be completed by the Scholar**

|  |  |
| --- | --- |
| Name: | USN: |
| Nationality: | Course and subject: |
| Telephone: | E-mail: |
| Dates to which this request relates: | From:  To: |
| Where are you currently residing?  (Please provide both country and town/city e.g. UK, London) |  |
| When not in Cambridge in which country are you ordinarily resident? |  |
| Please provide a short statement (c.500 words) to explain;   * how your studies have been affected by the COVID-19 pandemic, * whether you have requested a delayed submission date from the Board of Graduate Studies and the revised date agreed (if known), * your plan for completion, with monthly/weekly goals (as appropriate), and the new submission date agreed with your supervisor | |

**Sources of funding:**

Please tell us if you have received or if you have applied for any other sources of funding *(please leave blank if none):*

|  |  |  |
| --- | --- | --- |
|  | Amount requested in GBP (£ pounds sterling) | Amount confirmed in GBP (£ pounds sterling) |
| Department / Faculty |  |  |
| College |  |  |
| Student Registry |  |  |
| Other source (please specify) |  |  |
| **TOTAL** |  |  |

**Terms and conditions:**

In addition to the standard terms and conditions of your Gates Cambridge scholarship award, as outlined in your offer letter and the Guidelines for Scholars, additional 5th year funding will only be provided under the following terms and conditions.

The maximum rate the Trust will pay for this additional funding is £1,458 per calendar month (ie. the full, current maintenance rate). These funds will be paid monthly, in advance, by bank transfer to your UK bank account as per the previous arrangement for your scholarship payments, together with any discretionary allowance funds to which you may be eligible (these will be considered separately through our usual application procedures).

Your monthly allowance will only be released once you confirm to us by email on the **22nd of each month** that you remain on track to complete and submit according to your plan. This brief confirmation email should be sent to [scholar.support@gatescambridge.org](mailto:scholar.support@gatescambridge.org) to notify us of your progress and provide any updates (if required).

The Trust reserves the right to stop your additional funding payments immediately if you cease to be a full-time student with the University (for example if you are removed from the register or start employment) or if you fail to make progress with your completion plan as outlined above, such as missing monthly goals without explanation.

If you receive any monies from the Trust in error, for example if you complete your studies earlier than expected, you will inform the Trust immediately and repay any amount overpaid within 14 days of the Trust confirming the amount to be returned.

I agree to the above outlined additional terms and conditions and will inform the Trust each month about my PhD completion progress and any changes in my circumstances. I confirm that the information I have provided is true and accurate to the best of my ability.

|  |  |
| --- | --- |
| **Scholar signature:** | **Date:** |

**PART II: to be completed by the Scholar’s Supervisor or Course Director**

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| --- | --- |
| Name: | Department: |
| Telephone: | E-mail: |
| Does this application have your support?  Please state your reasons, together with an assessment of how strongly this application should be supported. It would be helpful for the Trust to understand;   * What guidance/support has the student been offered to help them advance their PhD during the COVID-19 pandemic? * What is now in place to support them through to completion? * Is their completion plan and timeline realistic? Please confirm the submission date that you have agreed. | |
| How much support do you give this application? (delete/highlight/circle as appropriate)  Very strong support - Strong support - Limited support - Not supported | |
| Please indicate whether the Department is able to provide any financial support for this application and the likely amount. | |

I agree to support this PhD student to complete their studies as outlined above and will inform the Trust if I have concerns about their progress or ability to meet the agreed submission deadline.

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| --- | --- |
| **Signature:** | **Date:** |