



## LINACRE HOUSE TRUST COMMITTEE

### APPLICATION FOR A GRANT FOR CONFERENCE EXPENSES

#### SECTION 1.

Surname:		Title: Mr/Mrs/Ms/Miss	
First Name (in full):			
Degree Status:		Faculty Board or other Admitting Body:	
Address for communication:			
Name of Supervisor who will complete Section 3:			
Fees Status: UK/EU/Overseas (circle as appropriate) If not UK, state country of normal residence:			
Term thesis is due/course terminates:			
Subject of Thesis/Thesis Title:			
Reason for application – Please circle the appropriate category from the list below and provide further details in the space provided below. Applicants for grants to attend conferences must state whether they have been invited to present their work, also please give details of venue and dates of trip (please note that grants will normally only be given to students who have been invited to present a paper). If you are presenting, please attach confirmation e.g. from the conference organiser.			
Conference abroad / Conference in the UK		Presenting a paper/poster: YES / NO / not yet known	

## SECTION 2.

Estimated expenses (in £ sterling). Please provide brief details as well as figures, such as destination, number of nights' accommodation etc (it is appreciated that estimates are likely to be approximate only).

Travel:	
Accommodation and Maintenance:	
Other:	
Total Cost:	
Amount of contribution requested from the Linacre House Trust Committee:	
Has a previous grant been received from the Committee? YES/NO (circle as appropriate) If so, state amount and term awarded:	
Source of Financial support at Oxford (circle as appropriate): ESRC/AHRB /Research Council/Rhodes/Commonwealth Scholarship/Other (please specify)  If "other", state value of studentship (fees and maintenance):	
Has an application been made (with result if known) to other sources?  Department:  Trust Funds:  Other (please specify):	
Signature:	Date:

### SECTION 3. SUPPORTING STATEMENT

Please provide a statement in support of the application, commenting briefly on the relevance of the visit/conference etc to the student's work. Please ensure that the form is then forwarded to the College Secretary, Linacre College by **Monday of 1st week** (for their 3<sup>rd</sup> week meeting) or **Monday of 5th week** (for their 7<sup>th</sup> week meeting)

Name:

Date:

Signature:

It is the responsibility of the applicant to arrange adequate travel insurance for the duration of their trip.

**The Linacre House Trust Committee meets on Monday of 3<sup>rd</sup> week and Monday of 7<sup>th</sup> week every term.**

**Deadlines for applications are: Monday of 1<sup>st</sup> Week and Monday of 5<sup>th</sup> week.**

Please note: in exceptional circumstances applications may be considered during the summer vacation, but only if proof is given that a paper has been accepted after the final Linacre House Trust committee meeting of Trinity Term and where the conference takes place before the first committee meeting of the following Michaelmas Term. In this case, students should contact the college office at the earliest opportunity.