**Application Number:**

*(for office use only)*



SC

**PhD Conference Support Attendance - Application for Funds – Session 2023-24**

The application should be sent in the first instance to your supervisor, and then to the Research Academic Support Office, Room 425b in the St Andrew’s Building ([education-rtg-office@glasgow.ac.uk](mailto:education-rtg-office@glasgow.ac.uk)). It will then be reviewed by the PGR Director for final approval.

The current maximum award is **£800** per academic year (for a maximum of two conferences per year as long as both conferences do not exceed £800). PGRs are permitted to submit applications for funding starting with their second year of studies. It should be noted that PhD conference funding is not guaranteed but only if funds permit.

Please complete all sections. The purpose of the visit must be to read a paper of which you are author or co-author or to actively present a poster of your doctoral research. Please attach a copy of your abstract and where possible confirmation of your paper’s acceptance. If funding is approved, students must submit expenses claim forms within two months of expenditure being incurred. Students should ensure they read the [PhD Conference Support Application Guidance Notes](https://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/conferencesupport/#phdconferencesupport), available from the School of Education website under Information for current students and staff: [Support for postgraduate taught and research students](http://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/conferencesupport/#/phdconferencesupport)

|  |  |
| --- | --- |
| **Name:** |  |
| **RTG Group:**  **T4 URL:** |  |
| **Contact Details:**  **(email)** |  |

|  |  |
| --- | --- |
| **Full title of conference or meeting of learned society:** |  |
| **Venue:** |  |
| **Date:** |  |
| **Title and authors:** |  |

### Budget

***Please note:***

Claims for expenditure should not exceedthe amount of funding originally approved and should have original receipts attached. Claims must be made within two months of the conference and within the financial year the funding was approved. Any funding unclaimed will be returned to the RTG Research Budget for the benefit of other students.

# Travel (state if air, sea, rail) £

**Accommodation £**

**Subsistence ( days) £**

## Registration £

**Other (please specify) £**

**\_\_\_\_\_\_\_\_\_\_**

**Total £\_\_\_\_\_\_\_\_\_**

**It would be helpful if you could explore other sources of funding to assist your attendance at this conference.**

**If you have applications for support from other sources please provide details below:**

Funding agency/amount requested Amount granted/date result due

**Date: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed by Supervisor**

Supervisor name:

Do you support this application? YES  NO

Comments (in relation to School Research Strategy and confirming status of conference):

**Date: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ONCE COMPLETED PLEASE EMAIL TO THE SCHOOL OF EDUCATION, RTG ACADEMIC SUPPORT OFFICE – education-rtg-office@glasgow.ac.uk**

**To be completed by the PGR Director**

Do you support this application? YES  NO

If yes, state funding amount awarded: £\_\_\_\_\_\_\_

Comments:

**Date: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**