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| YGRS Conference Fund Application Form | **Version 1.5**  **(Sept 2024)** |

**YGRS Conference Fund – Application Form 2024/25**

**PGR SECTION**

* Once you have completed this section please email a copy of the application form to your supervisor to complete their section.
* **Your supervisor must submit the application on your behalf.** Applications must be submitted by your supervisor before midnight on the application deadline. Late applications cannot be accepted. Please give your supervisor adequate time to complete their section.

**Please note:** Deadlines for 2024/25 applications are as follows - **1 September 2024**, **1 December 2024**, and **1 May 2025**. Applications should be submitted no later than midnight of the above dates.

Please also note that to be eligible, the conference has to be in the future and applications cannot be made retrospectively.

* N.B. The fund is for conferences which enhance the value of the PhD to the PGR's personal and professional development and not for core training which is required for the PGR to meet the academic requirements of the programme.

1. **YOUR CONFERENCE OR EVENT**

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| **Applicant Name:** |  |
| **Student Number** |  |
| **Working Title of Thesis:** |  |
| **Department:** |  |
| **Supervisor:** |  |
| **PhD Start Date:** |  |
| **Year of Study:** |  |
| **Date of Progression (completed or due):** |  |
| **Conference you are applying to attend:** |  |
| **Date(s) of visit:** |  |
| **Duration of visit:** |  |
| **Please describe the conference event, including your intended role/participation in it. (max 200 words)** | |
| **Why do you wish to attend? How will this benefit your PhD research, and what do you hope to achieve from attending? (max 300 words)** | |

1. **OTHER FUNDING**

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| **Other Funding Available** |
| Applications will not normally be funded unless Departmental funding for conference attendance is insufficient or has been exhausted. Please indicate what Departmental funds are available for conference attendance, and why you need to apply to this fund. |
| Are any other sources of funding available to you? Please indicate any funding or partial-funding you have already secured from any other source. |

1. **COSTS**

IMPORTANT: You must include a copy of quotes or a screen grab from a website supporting **ALL** requested costs. Without this, your application will not be considered.

Please indicate the full estimated cost of each item, together with the contribution you are requesting from the YGRS fund e.g. if you have secured partial funding from elsewhere you will only need to request partial costs here.

Please give all costs in £sterling; use a currency converter tool to convert other currencies if required, and state the date on which you applied the exchange rate.

*Note: additional subsistence costs cannot be funded (event fees that include subsistence within the price of registration are permitted).*

*Car mileage will normally be funded only up to the equivalent cost of a standard class rail fare.*

**Conference Attendance Costs**

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| --- | --- | --- |
| **Description** | **Estimated Cost\***  **£** | **Contribution requested**  **£** |
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|  |  |  |
| **Total** | |  |

**Travel Costs**

*Please provide the expected travel costs*

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| --- | --- | --- | --- | --- | --- |
| **Date**  **(dd/mm/yy)** | **Point of departure** | **Destination** | **Mode of Transport & Fare Type** | **Estimated Cost\***  **£** | **Contribution requested**  **£** |
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|  |  |  | **TOTAL travel** | |  |

**Accommodation Costs** (e.g. where these are not included in the Event Attendance Fee)

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| --- | --- | --- | --- | --- | --- |
| **Arrival**  **(dd/mm/yy)** | **No. of Nights** | **Location** | **Accommodation Type** | **Estimated Cost\***  **£** | **Contribution requested**  **£** |
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|  |  |  | **Total accommodation** | |  |

**Total Costs**

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| --- | --- |
| **Total Estimated Cost**  **£** | **Total Contribution Requested**  **£** |
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1. **VALUE FOR MONEY**

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| **What efforts have been made to ensure the trip is good value for money (max 200 words).** |

1. **VISA / PERMISSIONS / HEALTH / SAFETY & SECURITY ISSUES**

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| **Visa requirements:**  **Are you are required to obtain a visa to enter the country where your conference/event is being held?** |
| **Have you considered if there are any health, safety and security issues that need to be taken into account with regard to your visit.**  If, yes please detail how you plan to minimise risk. |

**PGR Statement:**

I confirm that I am undertaking my PhD on a self-funding basis and am not in receipt of a scholarship or other funding to cover my tuition fees or stipend at the University of York. All information provided in this application is correct to the best of my knowledge

Signed:

Date:

**SUPERVISOR SECTION**

* Once you have completed this section please either email a copy of (or a link to) the completed application to PGR Administration (PGRA) on: [pgr-administration@york.ac.uk](mailto:pgr-administration@york.ac.uk), with **‘<PGR Name> YGRS Conference Funding Application’** as the subject line or share via Google (ensuring ‘Notify people’ is ticked, so PGRA staff are alerted).
* Please ensure that all documents or screenshots provided by the student in support of their application are also attached to your email or in a Google folder shared with [pgr-administration@york.ac.uk](about:blank).
* Applications must be submitted before midnight on the application deadline. Applications will be processed within a month so late applications cannot be accepted.
* The YGRS Executive Group would appreciate frank advice in this section to help with making a fair decision. It is at the supervisor’s discretion whether a copy of this section is shared with the applicant.

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| **A. How has the PGR demonstrated academic excellence to date?** |
| **B. Within the context of the PhD, what is the strategic need for this particular research training activity?** |
| **C. Please confirm that you are confident that the PGR has planned to obtain the necessary visas and permissions for the visit, and has taken proper account of any health, safety and security issues.** |

**Supervisor Statement:**

I confirm that the above named PGR is undertaking their PhD on a self-funding basis and is not in receipt of a scholarship or other funding to cover their tuition fees or stipend at the University of York.

Supervisor’s Name:

Date:

Signed: