|  |  |
| --- | --- |
| **smallUniofGlasgow** | School of Computing Science**Research Student Committee****Travel/Research support** **Application Form** |

*This form should be used for applying for travel, accommodation, and registration costs (and anything else you think is relevant) in connection with attendance at conferences, workshops, summer schools, courses etc. related to your PhD as outlined in the Research Student Guide.*

*Please complete the form and forward as a PDF file to Dr Fani Deligianni via e-mail* *Fani.Deligianni@glasgow.ac.uk* *CC your primary supervisor as indication that you have discussed the request with them.*

*THE FORM MUST BE COMPLETED, SUBMITTED AND APPROVED IN WRITING OR VIA EMAIL,* ***BEFORE*** *ANY TRAVEL ARRANGEMENTS OR ATTENDANCE COMMITMENTS ARE MADE. OTHERWISE, IT IS CONSIDERED TO BE NULL AND VOID.*

|  |  |
| --- | --- |
| **Name** |  |
| **E-mail** |  |
| **Student ID** |  |
| **Research Section** |  |
| **Start and (current) end date of PhD** |  |
| **First supervisor** |  |
| **Project funding** *Who is funding your project? You must indicate if there is a travel/research budget associated with your project.**Does your project have means to support your trip/research (please ask your supervisor if you are in doubt)?* | *Examples: I am funded by an EPSRC/DTA/CSC scholarship; I am funded by the Thai/Swedish/Canadian/Saudi/Nigerian Government with a minor travel budget of £500; I am self-funded and would need to pay for my own travels; I am (co-)funded by a company with a small travel budget of £1000 which was spent on attending an A\* conference. I am funded by a company with a travel budget of £2000 and have been accepted to give an oral talk at an A\* conference.*  |
| **Have you previously received support (travel and research related) from the RSC*?****(if yes, please specify dates of claim, purpose and the amount claimed)* |  |

|  |  |
| --- | --- |
| **Expense type and purpose***(conference, summer school, other; are you attending or also presenting an accepted contribution If it is an accepted conference/workshop paper* ***add a link to the enlighten uploaded manuscript. This is a requirement to be able to process your application.*** ***Please, try to submit this application within two weeks from acceptance.****If these claims aim to cover the expenses of a study, please* ***add reference/title of study and reference number of ethics approval****)* | *Example: Oral presentation of a full paper entitled “Python is all you need”; attandance at high quality summer school.* |
| **Amount requested *(****GBP****)******(****if non-GDP please indicate the amount in the original currency and the expected GDP equivalent)* |  |
| **For events only** |
| **Event name/title***(e.g., name of conference, summer school or meeting)* | *Example: “International Conference on Machine Learning”* |
| **Event impact/ranking***If you are presenting or attending a conference, please indicate its ranking or impact (ask your supervisor for advice). An indication may be obtained via the so-called CORE ranking (*<http://portal.core.edu.au/conf-ranks/>). If you are attending a tranign event/seminar please include a statement from about the quality and importance of the  | *Example: CORE A and A\* ranking, top conference in the field. Long running series of summer school highly relevant to my research and suggested by my supervisor.* |
| **Location***(country, city)* |  |
| **Start date***(dd/mm yyyy)* |  |
| **End date***(dd/mm yyyy)* |  |
| **Acceptance date (if applicable)***(dd/mm yyyy)* |  |

|  |
| --- |
| **Budget (what will the requested amount cover)?***Please include the* ***full budget*** *for your trip even if you are only asking for a fraction of the full amount. The budget should normally include travel, accommodation, registration fees, and subsistence (according to the University/School guidelines).* ***Please provide a quote from book travel and accommodation via selective travel: https://www.gla.ac.uk/myglasgow/procurementoffice/travelinformation/*** |
| *Example: “Registration fee: £123 ; Flight GLA-CPH: £34; Flight CPH-GLA: £56 ; Hotel: 4x£75=£300; Subsistence (20 per day): 4x£20=£80”* |

|  |
| --- |
| **What other sources of money are being used for this expense?***The RSC budget is limited, and we will normally expect you to explore other available sources (project specific travel funds, your supervisor’s funds, SICSA support, student travel grants, student volunteering, etc).*  |
| *Example: “My supervision can contribute £100 from their incentivization budget; My supervisor can contribute £250 from a related research project; My funder can contribute £100 (see attachment for confirmation)”* |

|  |
| --- |
| **Other***Any other information you think might be relevant*  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist (required)** | **Yes** | **No***(please explain why not)* | **Not relevant / available** |
| I have read and understood the SoCS travel guide as well as the University’s travel/insurance guide. |  |  |  |
| I have discussed the budget and requested amount with my supervisor(s). |  |  |  |
| If relevant/available, I have applied for a student travel grant from the conference/event organisers? *(please indicate outcome/status)* |  |  |  |
| If relevant/available, I have applied to be a student volunteer at the conference/event (if accepted, this often waives the registration fee). *(please indicate outcome/status)* |  |  |  |
| I have explored and/or applied for other funding options, e.g., SICSA conference bursaries. *(please indicate outcome/status)* |  |  |  |

|  |  |
| --- | --- |
| **Date** *(application)* |  |
| **Signature***(a typewritten signature will suffice if you apply via e-mail)* |  |