

 **Application for Conference Support Grant**

# Details of Applicant

|  |  |
| --- | --- |
| **Name**  |    |

# Details of Conference

|  |
| --- |
| **Full Title of Conference or Learned Society**   |
| **Title and Authors (which must include yourself) of Paper to be Presented at Conference**     Please circle the names of any co-authors attending the conference: a maximum of two authors will be eligible for full support.  |
| **Place of Meeting**    | **Date of Meeting**  |

# Application for Support from Department

|  |  |  |
| --- | --- | --- |
| **Travel**  | £  | Please give details of travel, subsistence and registration costs.  |
| **Subsistence**  | £  |
| **Registration**  | £  |
| **Total**  | £  |
| **Sum Requested**  | £  |
| **Balance** (from other source – please state below)  | £  |
| **Date of Last Award from Department**  |  |
| **Funds from Other Source**  |  | Funding Agency  |
| Amount Required  |
| Amount Requested  |
| Date Result Due  |

Signed ……………………………………………….. Date ………………………………………………..

I confirm my post is paid from general funds (i.e. not grant-aided) and that the purpose of this visit is to read a paper of which I am author/co-author.

**Comments by Research Group leader (if meeting is research-related)**

Signed ……………………………………………….. Date ………………………………………………..

**Notes**

1. In order to avoid unnecessary delay, all sections of the application form should be completed.

1. Applications must be submitted **in advance** of the proposed conference.

1. Since the funds are limited, Conference Support will be given in the first instance only to members of staff who are reading a paper, either as the author or co-author.

1. Each member of staff will only be allowed one award within 12 calendar months.