*This form should be submitted to the Graduate School:* *pgresearch.sps@ed.ac.uk*

By submitting this request you are agreeing to abide by the terms of your funding.

## PART A: Applicant to Complete (by submitting this request you agree to abide by the terms of this fund)

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  | UUN:  |  |
| Degree Programme: |  |
| Principal Supervisor: |  | Year of Study: |  |
| Date Request Submitted: |  | Total amount requested: |  |

**Details of research activity for which funding is requested** (Conference, Fieldwork, Equipment, Other)

*See your scholarship Terms & Conditions for full details of allowable expenditure*

|  |
| --- |
| **CONFERENCE DETAILS** |
| Title of the conference: |  |
| Dates of the conference: |  |
| Location of the conference: |  |
| Name of the organising or sponsoring body: |  |
| If presenting, working title of paper: |  |
| **FIELDWORK DETAILS** (NB you can apply for additional funds for overseas fieldwork – this is separate from the RTSG monies) |
| Dates of fieldwork: |  |
| Location(s):  |  |
| Items of expenditure *(summary of the types of items):* |  |
| **EQUIPMENT PURCHASE DETAILS** |
| Equipment requested: |  |
| Justification for this request: |  |
| **OTHER REQUESTS DETAILS** |
| Items requested: |  |
| Justification for this request: |  |

|  |
| --- |
| **COST BREAKDOWN** |
| Travel *(most economical fare)* |  |
| Mileage *(40p per mile up the cost of the most economical rail or air fare)* |  |
| Accommodation and subsistence |  |
| Conference fee |  |
| Equipment |  |
| Other costs |  |
| **TOTAL AMOUNT REQUESTED:** |  |

PART PART B**: Supervisor to Complete**

|  |
| --- |
| Brief statement of support for this request from your Supervisor: |
|  |
| Name: |  | Date: |  |

The form should be sent electronically to the Graduate School: pgresearch.sps@ed.ac.uk

**POLICY AND PROCEDURES**

The full RTSG Procedure on Expenditure is available on the [Graduate School website.](http://www.sps.ed.ac.uk/gradschool/current_students/for_phd_students/funding/rtsg_non-esrc_students)

***Please ensure you read this carefully prior to incurring any expenditure or submitting a funding request.***