**Travel and Fieldwork Fund**

**Application information and guidance**

If you are a postgraduate research student who is considering applying to the School of Social and Political Sciences for fieldwork or conference attendance support, please read the following terms and conditions and if appropriate complete the Travel and Fieldwork Fund application form.

**Funding available**

The maximum amount available to any student from the School’s postgraduate research student Travel and Fieldwork Fund is £500. This fund can cover fieldwork costs, and also travel costs associated with conference attendance.

Once this fund has been exhausted then applications will be closed.

**Eligibility**

Funding applications can only be made for accommodation and/or travel expenses.

The school fund will operate as follows:

1. If you are in years 1-3 of a full-time PhD programme (or part-time equivalent) and do not have an existing RTSG then from 1st October of a given year you may apply for support with fieldwork costs; and/or you may apply for support to cover conference attendance (if you are presenting and have supervisor support.
2. If you are in Thesis Pending and do not have a RTSG then you should apply to the Graduate School for funding.

The School’s Postgraduate Research Student Travel & Research Fund is unfortunately not available to:

* MRes students (including those in the first year of a 1+3 year PhD)
* PhD students already receiving scholarship support for travel or fieldwork (including ESRC, Carnegie/Caledonian Scholarships, Adam Smith Scholarships)

**Selection Criteria**

Each application will be assessed based on the following criteria:

* Importance of fieldwork to the advancement of the research;
* Supervisor support;
* Clear and detailed costings.

Applications can only be made for activities taking place between 1st September 2018 and 30th June 2019.

**aPPLICATION pROCESS**

Please complete the application form electronically, and send to the Postgraduate Research Administrator (socpol-pgr-admin@glasgow.ac.uk) for processing.

Applications must also include a document providing a breakdown of the travel and/or accommodation costs being requested. These should be clearly outlined and the total claim should be clearly stated.

If you are applying for fieldwork support, you will also need to supply an outline of the nature and scope of the fieldwork that you intend to complete. You should demonstrate the importance of the fieldwork for your PhD research.

All applications will need supervisor support.

**Post-award – claiming funds**

Claims must be formally submitted to the Postgraduate Research Administrator (socpol-pgr-admin@glasgow.ac.uk) no more than two months after the costs are incurred.