Postgraduate Travel Grants

The Executive Committee of the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences related to their research or for students who wish to carry out research abroad to supplement research already undertaken in Dublin.

These awards are made quarterly and

**Applications MUST be made in advance of travel.**

### Deadlines for Applications

<table>
<thead>
<tr>
<th>Travel in the quarter:</th>
<th>Deadline</th>
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<td>15 September - 14 December</td>
<td>Deadline 1 September (Incl.)</td>
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<tr>
<td>15 December - 14 March</td>
<td>Deadline 1 December (Incl.)</td>
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<tr>
<td>15 March - 14 June</td>
<td>Deadline 1 March (Incl.)</td>
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<tr>
<td>15 June - 14 September</td>
<td>Deadline 2 June (Incl.)</td>
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### How to apply:

1) Go to: [https://www.tcd.ie/Graduate_Studies/currentstudents/funding/travelgrants/index.php](https://www.tcd.ie/Graduate_Studies/currentstudents/funding/travelgrants/index.php)
2) Click on the link for, fill in, and submit the Online Application Form
3) Download and Print Out the Supporting Documentation Form
4) Fill in all relevant sections of the Documentation pertaining to you including applicant details, all details of travel, estimated travel costs and the provision of an abstract. **N.B. Once you have calculated your costs, please calculate the 20%* of the travel costs the School should provide and fill in same on the front page of the documentation.**
5) Approach your supervisor to request they fill in the Supporting Statement
6) Once your supervisor has filled in the supporting statement, the application form should be submitted to PGR officer (Ms Kristina Karpovas, Room 3087) for the Head of School signature/approval. Once the form is approved you will receive notification regarding the collection from the office. **Please note: it is the student’s responsibility to collect the signed form and submit it to the Graduate Studies Office. The School will not send the form on your behalf.**
7) Submit completed documentation to Michelle Hogan [hoganm9@tcd.ie](mailto:hoganm9@tcd.ie) in the Graduate Studies Office, Academic Registry, Watts Building, College, prior to the deadline for your anticipated travel.

### Follow up:

1) **It is the student’s sole responsibility to follow up on all documentation pertaining to travel grants.** If documents are left with staff members for the Head of School’s signature it is their responsibility alone to retrieve and forward them to the Graduate Studies Office in time to meet the deadline.
2) Students should not assume their application will be successful and should follow up directly with Michelle Hogan on the progress of their application.
3) Once you have received confirmation of the success of the grant, please provide the PGR Officer with a copy of that documentation so the process of providing the 20% given by the School can be begun.

*Should your application not be successful the School will not be in a position to provide the aforementioned 20% of the travel costs.*