**School of Social Work & Social Policy**

**PhD POSTGRADUATE SUPPORT FUND, 2025-2026**

The School of Social Work & Social Policy has been allocated a small fund by the Trinity Foundation arising from the recent Alumni Appeal. This fund is being used to support **PhD student research** for the following purposes only:

1. **Participation in an academic meeting or conference relevant to the student’s**

**research.**

1. **Participation in a training course or workshop relevant to the student’s**

**research.**

1. **The purchase of software (student licenses only).**
2. **Costs related directly to the conduct of PhD research (e.g. travel related to data collection; transcription; purchase of a Dictaphone, printing).**

**PLEASE NOTE THAT THE AWARD OF FUNDING IS SUBJECT TO THE AVAILABLITY OF FUNDS**

**IN THE SCHOOL’S PG SUPPORT FUND, AND TO THE FOLLOWING CONDITIONS:**

1. This fund does not cover the purchase of IT Equipment, (monitors, headsets, laptops etc.) All such requests should be emailed directly by the student to their supervisor, who will liaise with The SWSP School Manager and PGDTL for approval.
2. Applications for reimbursements will only be processed within 6 months of the costs incurred. Eligibility to avail of the reimbursement becomes invalid after this time.
3. All expenses must be approved in advance
4. A student who has scholarship funding may claim up to a maximum of €300 in any

academic year.

1. A student who is self-funded may claim up to a maximum of €500 in any academic year.
2. All applications must include relevant receipts.
3. All applications must be accompanied by evidence of support (copy email etc.) from the student’s supervisor, agreeing to the spend and outlining its relevance to the students PhD studies. (This is not a guarantee that the application will be approved)
4. All applications must be signed by the student’s supervisor.

**APPLICATION PROCESS:**

Formal applications for reimbursement should be made to the SWSP PHD Administrator. All applications are reviewed and signed off in 3 stages.

***Stage 1***: PhD Students Supervisor(s)

***Stage 2***: The SWSP Director of Postgraduate Teaching and Learning, in conjunction with The SWSP School Manager.

***Stage 3:*** Finance Department

It is advised that a student checks with The Director of Postgraduate Teaching and Learning, or The School Manager, if they are unsure if their expense will be covered by the fund – This should happen before the expense is incurred.

A student will be notified if their application has been rejected and the reasons for the rejection.

**NOTE 2:**

Students receiving funding to support their attendance at training events or workshops may be asked to give a short presentation to other students in the School.

**COMPLETED ELECTRONIC *SIGNED* APPLICATION FORMS SHOULD BE SUBMITTED TO:**

Michelle Moore, Executive Officer **[**[**moorem11@tcd.ie**](mailto:moorem11@tcd.ie)**]**

School of Social Work and Social Policy Room 3063 Arts Building

Trinity College Dublin

**School of Social Work & Social Policy**

**PhD POSTGRADUATE SUPPORT FUND, 2025-2026**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RESEARCH DEGREE FOR WHICH REGISTERED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACADEMIC SUPERVISOR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate the category/categories for which funding support is being sought:**

**\*No application should be submitted without the inclusion of items 5 and 6\***

|  |  |  |
| --- | --- | --- |
|  | **CATEGORY** | **TICK (****)** |
| **1** | Participation in an academic meeting or conference relevant to the  student’s research. |  |
| **2** | Participation in a training course or workshop relevant to the  student’s research. |  |
| **3** | The purchase of software (student licenses only). |  |
| **4** | Costs related directly to the conduct of PhD research (e.g. travel  related to data collection; transcription; purchase of a Dictaphone, printing). |  |
| **5** | PhD Student – I have attached all relevant receipts with this application. |  |
| **6** | PhD Student – I have attached evidence of support (copy email etc.) from my supervisor, agreeing to this spend and outlining its relevance to my PhD studies. |  |

**Please provide a short outline of the research activity for which support is being sought:**

**BREAKDOWN OF COSTS INCURRED**

1. **Participation in an academic meeting or conference relevant to the student’s**

**research.**

* + TRAVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + ACCOMMODATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + REGISTRATION FEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Participation in a training course or workshop relevant to the student’s research**
   * TRAVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * ACCOMMODATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * COURSE FEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **The purchase of software (student licenses only)**

PLEASE LIST THE SOFWARE PURCHASED AND AMOUNT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Costs related directly to the conduct of PhD research (e.g. travel related to data collection, purchase of a Dictaphone, printing costs)**

PLEASE SPECIFY THE NATURE OF THE COST INCURRED AND AMOUNT

**HAVE YOU RECEIVED SUPPORT FROM THIS FUND PREVIOUSLY (DURING THIS ACADEMIC YEAR)? Yes**  **No** 

If yes please indicate when and the amount received:

**SIGNATURE OF STUDENT:**

**SIGNATURE OF SUPERVISOR:**

**FOR COMPLETION BY THE SCHOOL**

**APPROVED** 

**REJECTED** 

**TOTAL PAID BY SCHOOL:**

**SIGNATURE OF DIRECTOR OF TEACHING & LEARNING POSTGRADUATE (DTLPG):**

**DATE:**