

**School of Social Work & Social Policy  
POSTGRADUATE RESEARCH FUND  
2018-19 GUIDELINES**

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.**
- 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).**

All applications to this fund must be supported by the student's supervisor. **A student may claim up to a maximum of €300 in any academic year and all applications must include relevant receipts.**

**PLEASE NOTE THAT THE AWARD OF FUNDING IS SUBJECT TO THE AVAILABILITY OF FUNDS IN THE SCHOOL'S PG RESEARCH FUND.**

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. Both informal inquiries regarding eligibility to apply for reimbursement and formal applications for reimbursement should be made to the Director of Teaching & Learning Postgraduate (DTLPG). Applications are reviewed by a sub-committee of the School's Postgraduate Teaching and Learning Committee. **The student must submit proof of travel or conference registration fee or workshop fee.** 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 HARD COPY SIGNED APPLICATION FORMS SHOULD BE SUBMITTED TO:**

Noreen O'Sullivan, Executive Officer  
School of Social Work and Social Policy  
Room 3063 Arts Building  
Trinity College Dublin

**POSTGRADUATE RESEARCH FUND 2018-19**  
**PLEASE USE BLOCK CAPITALS**

**NAME:**

**STUDENT NUMBER:**

**EMAIL:**

**RESEARCH DEGREE FOR WHICH REGISTERED:**

**ACADEMIC SUPERVISOR:**

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

	<b>CATEGORY</b>	<b>TICK (✓)</b>
<b>1</b>	Participation in an academic meeting or conference <u>relevant</u> to the student's research.	
<b>2</b>	Participation in a training course or workshop <u>relevant</u> to the student's research.	
<b>3</b>	The purchase of software ( <u>student licenses only</u> ).	
<b>4</b>	Costs <u>related directly</u> to the conduct of PhD research (e.g. travel related to data collection; transcription; purchase of a dictaphone).	

**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

**2. Participation in a training course or workshop relevant to the student's research**

- TRAVEL
  
- ACCOMMODATION
  
- COURSE FEE

**3. The purchase of software (student licenses only)**

PLEASE LIST THE SOFTWARE PURCHASED AND AMOUNT

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**4. 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

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**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:**

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**SIGNATURE OF SUPERVISOR:**

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<b>FOR COMPLETION BY THE SCHOOL</b>
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**APPROVED**

**REJECTED**

**TOTAL PAID BY SCHOOL:**

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

\_\_\_\_\_

**DATE:**

\_\_\_\_\_