School of Social Work & Social Policy
POSTGRADUATE SUPPORT FUND, 2019-20

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

> ➢ A student who has scholarship funding may claim up to a maximum of €300 in any academic year.
> ➢ A student who is self-funded may claim up to a maximum of €500 in any academic year.
> ➢ All applications must include relevant receipts.
> ➢ All applications must be supported and signed by the student's supervisor.

PLEASE NOTE THAT THE AWARD OF FUNDING IS SUBJECT TO THE AVAILABLITY OF FUNDS IN THE SCHOOL'S PG SUPPORT 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.

<u>COMPLETED HARD COPY</u> _SIGNED_ <u>APPLICATION FORMS SHOULD BE SUBMITTED TO</u>:

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

	POSTGRADUATE SUPPORT FUND 2019-20 PLEASE USE BLOCK CAPITALS

NAME:

STUDENT NUMBER:

EMAIL:

RESEARCH DEGREE FOR WHICH REGISTERED:

ACADEMIC SUPERVISOR(S):

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

	CATEGORY	TICK (✓)
1	Participation in an academic meeting or conference <u>relevant</u> to the student's research.	
2	Participation in a training course or workshop <u>relevant</u> to the student's research.	
3	The purchase of software (<u>student licenses only</u>).	
4	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 <u>relevant</u> to the student's research.**

- TRAVEL

- ACCOMMODATION

- REGISTRATION FEE

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

- TRAVEL

- ACCOMMODATION

- COURSE FEE

3. **The purchase of software (<u>student licenses only</u>)**
   PLEASE LIST THE SOFWARE PURCHASED AND AMOUNT

   _____

   _____

4. **Costs <u>related directly</u> 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 <u>yes</u> 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:

_____