

ST JOHN'S COLLEGE

GRADUATE APPLICATION FOR A COLLEGE SPECIAL GRANT

*To be submitted to the Academic Administrator, in advance and no later than 5.00 pm on Friday of Week 5 in Michaelmas Term and Fridays of Weeks 0 and 5 in Hilary and Trinity Terms.*

*You should read the notes of guidance on page 3 before completing this form.*

**Please complete all parts of this application form using block capitals – incomplete forms may result in any decision being delayed and/or applications being turned down**

Applicant's Name:
Degree for which registered:
Starting date:
Faculty Board/Department:
Name of college advisor:
Name of supervisor:
<b><i>(The written support of your college advisor or supervisor must be attached to this application)</i></b>
Source of financial support at Oxford <i>(please delete as appropriate)</i> :
ESRC Studentship/SERC Studentship/Rhodes Scholarship/Commonwealth Scholarship/Self/Other
If "Other", please give details below (i.e. by whom are fees and maintenance paid?)
When did your funding commence (please state term and year eg. MT06)?
When will it end (please state term and year)?
Have steps been taken to claim additional expenses and with what result?
Have you applied to the College in the past for a grant towards research expenses? YES/NO
If "YES", please state when the grant was awarded, for how much and for what purpose:

## DETAILS OF YOUR APPLICATION

Country/place of visit:

Date(s):

Purpose of visit (You must provide an explanation of the objects of the proposed travel and how you expect to profit by it). Activities which are essential or compulsory elements of the degree for which you are registered will not be supported by the College. You must seek University support for such activities:

If attending a conference, will you be presenting your work in an official session?  
YES/NO

If so, in what form?

### Estimated expenses of visit:

Travel (please state method(s)):

International:	£
Internal:	£
Fees:	£
Subsistence:	£
Other:	£
Total:	£

You **MUST** demonstrate below that you have made serious attempts to secure funding from other sources.

**Grants already obtained** (please include all sources of support):

1. From:	£
2. From:	£
3. From:	£

**Applications pending:**

1. From:	£
2. From:	£
3. From:	£

**Sum requested from College:** £

I have read the notes of guidance accompanying this form: YES/NO

Signed:

Date:

## NOTES OF GUIDANCE

**Please read these notes before completing your application.**

Special Grants are available to graduate students of St. John's for academic purposes. Applicants are expected to give their supervisors a detailed schedule of what they wish to do, and supervisors are required to write in recommendation.

1. Use *only* the application form. Additional material will not be accepted.
2. Remember that your supervisor needs time to complete the recommendation on the form.
3. Applications received after the stated deadlines but before the relevant event has taken place will normally be held over until the next occasion. Graduate applications may be considered during the Long Vacation.
4. Applications received after the relevant event has taken place **WILL NOT BE ACCEPTED.**
5. Purchases of academic materials such as books or software are covered by the Academic Grant.
6. Graduates are not eligible to receive funds to attend a conference unless they are presenting their work in an official session (for example, giving a talk or presenting a poster). Details of the nature of the presentation must be made clear on the application form.
7. The College expects to meet only a proportion of expenses and all applicants are expected to seek support from other sources wherever possible, e.g. their department or the trust funds administered by the faculty concerned.  
**APPLICATIONS FROM STUDENTS WHO HAVE NOT ATTEMPTED TO FIND FUNDING FROM OTHER SOURCES WILL BE REJECTED.** Applicants are expected to quote reasonable figures for both travel and subsistence.
8. The College will not meet the costs of compulsory/essential field trips or other compulsory/essential academic activities associated with a student's course. It is the clear responsibility of the department or faculty to flag these costs to potential applicants in their publicity material and in their course handbooks.
9. When there is a strong demand for Special Grants, one of the factors taken into account when considering each request will be the number of times the applicant has previously applied for such a grant and the amounts given.
10. Candidates may apply for a Special Grant from the College only once per academic year.

**THIS PAGE TO BE COMPLETED BY THE GRADUATE SUPERVISOR IN  
THE SUBJECT OF THE APPLICANT**

Name of Applicant:

Amount recommended: £

Have you discussed the purpose of this application with the student concerned?

YES/NO

Are you satisfied that the purpose is a legitimate one?

YES/NO

Is the purpose of relevance/use to the student's course?

DIRECT RELEVANCE/INDIRECT RELEVANCE/LITTLE RELEVANCE

**Please comment below on the proposal as outlined in the application and  
on the applicant's general academic standing:**

*N.B. Graduates will not receive funds to attend a conference unless they are presenting their work in an official session (e.g. giving a talk or presenting a poster). Any field trip or other visit which is an essential course requirement should be funded by the student's department.*

Name (please use capitals):

College/Faculty (if not St. John's):

Signature:

Date: