**GRADUATE SPECIAL GRANTS**

**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. Purchases of academic materials such as books or software are covered by the Academic Grant.

Deadlines for applications are: 12 pm (noon) on Thursday, 4th Week in Michaelmas Term; 12 pm (noon) on Thursday -1th Week and 4th Week in Hilary and Trinity terms. Graduates may apply for Special Grants at any time during the Long Vac, but should note that these are only considered in batches.

1. You are expected to discuss your plans with your **College Advisor** and confirm they have agreed to support the application on the grounds that it is **directly relevant** to your studies. We recommend that you save a copy of your application and forward it to your College Advisor to complete a recommendation on-line form at (<https://forms.office.com/e/8LuMErFquk> ). These recommendations should be completed by the end of Thursday of 5th Week in Michaelmas Term and by the end of Thursdays of 0th and 5th Weeks in Hilary and Trinity terms.
2. While the College regrets that it is usually unable to award Special Grants to graduates who are no longer required to pay course fees, an exception has been made owing to disruption caused by the Covid pandemic, under which 4th year students are eligible to apply until the end of the academic year 2024-5. Visiting students remain ineligible.
3. You must be an enrolled student for the period of travel/activity proposed in your application.
4. Use *only* the on-line application form. Additional material will not be accepted.
5. Applications received after the stated deadlines but before the relevant event has taken place will normally be considered by the Special Grant committee at its next scheduled meeting.
6. Retrospective applications, or applications received after the event or trip has **started**, will not be accepted.
7. Activities must usually be completed by the end of your course if you are a PGT or by the end of the term in which you submit your thesis, if you are a PGR.
8. Please note that if you have substantial outstanding battels and do not have hardship or other arrangements in place or an agreement with the College for the delayed payment of battels, payment of the Special Grant may be withheld.
9. Special Grants are not transferable and must be used for the purposes outlined in your application. Should your plans be altered or cancelled, you must inform the Academic Office as soon as possible so that your grant can be cancelled or a revised application considered.
10. If you are presenting your work at a conference in an official session (for example, giving a talk or presenting a poster), please provide details on the application form. It is not a requirement that you need to be presenting in order to be eligible for funds.
11. The College will not normally meet the cost of courses offered by other institutions but will consider requests for related travel.
12. The College expects to meet only a proportion of expenses and you are expected to seek support from other sources wherever possible, e.g. your department or the trust funds administered by the faculty concerned. **APPLICATIONS FROM STUDENTS WHO HAVE NOT ATTEMPTED TO FIND FUNDING FROM OTHER SOURCES MAY BE REJECTED**.
13. You are expected to quote reasonable figures for both travel and subsistence in British sterling. You should not quote figures for more than one day before and one day after the event or activity you are attending.
14. The maximum grant awarded to graduate students will usually be 100% of costs up to £312 or 50% of costs up to an annual maximum of £1,040, with the possibility of the £1,040 cap being lifted in exceptional circumstances only. While you may apply for more than one grant in a year, you should be aware that the College is unlikely to fund more than the annual maximum.

1. The College does not expect to have to meet the costs of essential field trips or other essential academic activities associated with your 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, and students should therefore approach their department for funding first. The College will expect you to demonstrate that you have sought alternative funding before applying for a Special Grant.
2. 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 you have previously applied for such a grant and the amounts given.
3. All applicants are required to follow any relevant UK government guidance on travel and to include in their costings adequate provision for any expenses such as travel health insurance and testing as applicable. You are responsible for ensuring that suitable arrangements are in place, and you travel at your own risk.
4. If you are successful in obtaining a Special Grant, you are required to submit a report, **and receipts for expenses covered by the grant,** of your trip/activity within a few weeks of completion of the trip/activity. The report should normally be between 300 and 500 words.  You are very welcome to add photographs to your written report.  Reports should be sent to [grants@sjc.ox.ac.uk](mailto:grants@sjc.ox.ac.uk). ***Please note that failure to submit this report and relevant receipts by the due date may lead to steps being taken to recover your grant.***
5. All expenses must be provided in British sterling (BGP). If receipts are in a different currency, you must convert them, and indicate the equivalent amount in pounds sterling, as well as details of the rate you used and the date on which you checked.

Updated: November 2024