

GRADUATE SPECIAL GRANTS

NOTES OF GUIDANCE

Please read these notes before completing your application.

1. Special Grants are available to graduate students of St. John's for academic purposes. Applicants are expected to discuss their application with their supervisors and confirm they have agreed to support the application on the grounds that it is directly relevant to their studies.
2. The College regrets that it is unable to award Special Grants to graduate students who are beyond their fee-paying period or to visiting students.
3. Use *only* the on-line application form. Additional material will not be accepted.
4. 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.
5. Applications received after the relevant event has taken place **WILL NOT BE ACCEPTED.**
6. Purchases of academic materials such as books or software are covered by the Academic Grant.
7. 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.
8. 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 College Office as soon as possible so that your grant can be cancelled or a revised application considered.
9. Graduates who are presenting their work at a conference in an official session (for example, giving a talk or presenting a poster) should give details on the application form. It is not a requirement that students be presenting in order to be eligible for funds.
10. 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 MAY BE REJECTED.**
11. Applicants are expected to quote reasonable figures for both travel and subsistence in British sterling.

The maximum grant awarded to graduate students will usually be 100% of costs up to £300 or 50% of costs up to a maximum of £1,000, with the possibility of the £1,000 cap being lifted in exceptional circumstances only.

We are grateful for the generosity of a former Professor of the College which has allowed for the establishment of the James Fund, available to students in Mathematics and awarded on the recommendation of the College's Maths Tutors with the intention of providing an uplift to the usual value of the Special Grant.

12. The College does not expect to have to meet the costs of essential field trips or other 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, and students should therefore approach their department for funding first. The College will expect applicants to demonstrate that they have sought alternative funding before applying for a special grant.

13. 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.
14. 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. Students are responsible for ensuring that suitable arrangements are in place, and travel at their own risk.

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