**Research Training Support Grant (RTSG) Funding Application**

Please see attached notes for further guidance on the completion of this form.

Completed forms should be submitted to the SCDTP Manager for approval (scdtp@soton.ac.uk) (SCDTP, B58/2051, University of Southampton)

**Student Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Student ID** |  |
| **Host Institution** | Choose an item. |
| **Primary Supervisor** |  |

**Details of requested expenditure**

|  |  |
| --- | --- |
| **Item(s) / Expenditure Requested** |  |
| **Estimated cost / budget***(please itemise all elements)* |  |
| **Co-Funding***(Do you have access to additional funding to contribute to these costs?)* |  |
| **Justification** |  |

**Approval (to be completed by SCDTP Manager)**

|  |  |
| --- | --- |
| **Decision** |  |
| **Approved Budget Value** |  |
| **Signature** |  | **Date** |  |

**Notes:**

This allowance is intended to be used to pay for expenses which are deemed to be ‘in direct support of’ a student's research.

Examples include:

• UK fieldwork expenses

• UK, EU and overseas conferences and summer schools

• language training courses usually undertaken in the UK prior to an overseas fieldwork trip

• reimbursement of interpreters, guides, assistants

• survey costs for example, printing, stationery, telephone calls

• purchase of small items of equipment for example, cameras, recorders, films,

• gifts for local informants

• books and other reading material not available through libraries

In exceptional circumstances, the SCDTP may consider requests from students to purchase laptops or other computer equipment using this allowance. Any such request must be clearly and adequately justified based on the nature of the research being undertaken and must be essential for the successful completion of the PhD.

Any equipment purchased in excess of £200 should remain in the custody of the RO following completion of the award.

No purchases should be made prior to receiving approval from the SCDTP. Items purchased without authorisation may not be reimbursed.

**Overseas travel and accommodation** - Must be booked on the student’s behalf by the SCDTP.

**IT Equipment** – Should initially be sourced through the SCDTP. Please contact the SCDTP Manager to discuss your requirements in the first instance.

Requests in excess of £500 will be considered by the SCDTP Senior Management Group.

Completed requests should be submitted to SCDTP Manager by email: scdtp@soton.ac.uk or post/delivery to SCDTP, B58/2051, University of Southampton

Once approved, a copy of this form should be attached to the institutional claim form when submitting your claim for reimbursement.