



Kellogg College

University of Oxford

## KELLOGG COLLEGE TRAVEL GRANT APPLICATION FORM 2022-23

**DPhil and MPhil students only**

**Notes for Guidance**

All Kellogg College DPhil and MPhil students are eligible to apply for a Kellogg College Travel Grant to a maximum value of £750. This grant helps eligible students meet travel, registration and attendance costs when presenting work at conferences, or to help meet travel expenses of research or fieldwork trips. Subsistence expenses will not be considered.

If you have made decisions about your travel arrangements due to environmental considerations, which may have impacted on your costs, please explain in your application as Kellogg is supportive of such decisions.

### *Applications for presenting papers at conference*

In the Student Statement, please provide the following details: name, dates, and location of conference, title and date of your presentation, and explanation of why it is important to your research. Your statement is important to assist the Award Panel. You will be required to provide evidence that you presented the paper at the conference if a grant is awarded.

### *Applications for travel expenses for research or fieldwork trips*

In the Student Statement, please provide your travel itinerary and a brief explanation of why the trip is important to your research. Your statement is important to assist the Award Panel.

All applications must be accompanied by a statement from your Supervisor confirming support for either your participation in the conference (including a description of the standing of the conference), or their support for your research trip (as applicable). Their statement is important to your application as it assists the Award Panel.

You are encouraged to apply also to your Department for financial support and are required to give details of such applications on the form.

Only one application may be made per academic year and must be for fieldwork or conference attendance taking place during the application's academic year, including vacations. A maximum of three applications may be made in total during the duration of your DPhil study, or a maximum of two applications for MPhil study.

### *Application schedule*

Completed Application Forms must be submitted to [academic.office@kellogg.ox.ac.uk](mailto:academic.office@kellogg.ox.ac.uk) **the deadline for submitting an application is noon on Friday of 5th Week and they must reach the Academic Office, Kellogg College, by noon on that date.**

The Travel Grant Award Panel will meet following this deadline to consider applications and its decision is final. You will be notified whether your application has been successful and of the amount that is to be awarded. The amount awarded will vary according to the number of applications received.

### *Receipts*

If your application is successful and is retrospective, receipts will be required 4 weeks following the date of the award letter confirming your funding. Otherwise, you will be required to provide receipts to match the application no later than four weeks after the date of the conference or fieldwork trip. You cannot provide receipts for items that were not included in your application. If you do not attend a conference or research trip for which an award has been made, or do not provide receipts in full, you will be required to return the grant in full. By signing the application form, you consent to these terms and conditions.

Kellogg College is happy to support its students. If a Travel Grant Award is made to you, you are required to provide a short report about details of the research or conference activities you undertook and feedback on how the grant has helped you, to our Communications team at [communications@kellogg.ox.ac.uk](mailto:communications@kellogg.ox.ac.uk) who will publish it to the College website and social media channels, to promote the Kellogg travel grant to other students. However, if publishing the report will have a detrimental effect on your research, please state how and why when submitting your report, and we will not publish it. Photographs would be welcome too! You will be expected to provide this within 4 weeks of your trip, and failure to do so may mean that you will be required to repay the grant in full.



Kellogg College  
University of Oxford

## Kellogg College Travel Grant Application Form 2022-2023

Name:	Student Number:
Email:	Start date:
DPhil/MPhil (as applicable):	Programme title:
Thesis title:	

*Student Statement See Notes for Guidance. The Student Statement is important to the Award Panel, the information provided here will help the Award Panel make a decision on whether to award a grant, please take the time to fill this in.*

*I have read the Notes for Guidance and accept their terms and conditions*

Student Signature:

Date:

Date of proposed travel:

