**PGR Travel Award**

**Application Form**

Please note that due to updated travel guidance and restrictions as a result of Covid-19, the requirements for approval of the PGR Travel Award have changed. For further information on these changes, please refer to the PGR Travel Award Guidance Document. Additional changes may be required during the 2021/22 academic year to ensure that Awards are made in line with University and Government policy and guidance.

Please ensure that you have read the PGR Travel Award Guidance Document before completing this form. Please contact the [PGR Funding Team](mailto:rkes-pgrfunding@strath.ac.uk) if you have any questions about the PGR Travel Award.

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| **Applicant Details** | | | | |
| **Name:** | |  |  | |
| **Registration Number:** | |  |  |  |
| **Date Application Completed:** |  |  |  | |
| **Department/School:** | |  |  | |
| **Faculty:** | |  |  | |
| **University Email Address:** | |  |  | |
| **Supervisors:** | |  |  | |

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| **Travel and Conference Details** | | | |
| **Type of Conference** (In person or Online/Virtual)**:** | |  |  |
| **Date of Travel:** | |  |  |
| **Date of Return:** |  |  |  |
| **Destination City:** | |  |  |
| **Destination Country:** | |  |  |
| **Conference Title:** | |  |  |
| **Start Date of Conference:** | |  |  |
| **End Date of Conference:** | |  |  |
| **Please provide a brief description of the nature of your participation in the conference and the expected benefits.** | | | |
| *(Approx. 100-300 words)* | | | |

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| **Estimated Expenses** *(Please list the amount and purpose against each activity)* | | | | |
| **Travel to Destination** (flights, train fares etc.)**:** | |  |  | |
| **Transportation** (Travel between hotel and conference venue)**:** | |  |  |  |
| **Fees** (conference fees, visa fees etc. Please specify)**:** |  |  |  | |
| **Accommodation:** | |  |  | |
| **Total Expenses:** | |  |  | |

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| **Requested Funding** | | | |
| **Matched Funding Contributor** (Please list all other sources of funding and amounts)**:** |  |  | |
| **Contribution Requested from the PGR Travel Award:** |  |  |  |

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| **Risk Assessment and Pre-Requisites** |
| This section is required to be completed for all applications which include travel both within the UK and internationally. If you are applying for an online conference, you do not need to complete this section.  Please refer to the relevant [Guidance on Travel Overseas or within the UK](https://www.strath.ac.uk/safetyhealthwellbeing/safereturntocampus/covid-19guidance/) documentation from the Safety Team for travel related requirements as a result of Covid-19. Please note that this guidance is frequently updated, and the requirements of the SHaW guidance may supersede the guidance on this form, or there may be additional requirements on top of those listed in this Section. |
| **Risk Assessment:** Any justification for travel must be supported with a detailed Risk Assessment, in line with the requirements of the [travel guidance](https://www.strath.ac.uk/safetyhealthwellbeing/safereturntocampus/covid-19guidance/) from Strathclyde’s Safety Team. This must be completed and signed off by the applicant’s Head of Department/Head of School prior to travel. The Risk Assessment should be submitted alongside the PGR Travel Award application. A PGR Travel Award cannot be made without the required Risk Assessment being completed and submitted.  **Please check this box to confirm that you have completed a Risk Assessment and are submitting it alongside your application** |
| **Applicant Health Self-assessment:** The applicant should also complete the [Post Graduate Student Health Self-Assessment](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/covidrrdg/Covid-19_Individual_Health_Risk_Assessment-Student_v2.0.docx) form. This does not need to be submitted alongside the application, however, confirmation that it has been completed is required prior to an Award being made.  **Please check this box to confirm that you have completed a Health Self-Assessment** |
| **Approval for Travel**: In line with current [University Guidance](https://www.strath.ac.uk/professionalservices/finance/accountingservices/conly/travelcoverage/covid-19universitytraveladvice/), any travel at this time must be justified to and approved by the relevant Executive Dean. Approval should be indicated by way of signature on this form or by email from the Executive Dean.  **Please indicate how approval has been granted by checking the relevant box below:**  **Form Signed**  **By Email** |
| **Travel Notification**: All students travelling outside the United Kingdom on University Business must complete a [Travel Notification Form](https://www.strath.ac.uk/professionalservices/finance/accountingservices/conly/travelcoverage/covid-19universitytraveladvice/) prior to travel. This should be completed well in advance of the travel taking place.  **Please confirm that you havecompleted the Travel Notification Form by checking this box** |
| **Permission to Travel**: Applicants travelling outside the United Kingdom are responsible for ensuring that they are not travelling against the advice provided by the [Scottish Government](https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/) and the [Foreign and Commonwealth Office](https://www.gov.uk/foreign-travel-advice) and for arranging all necessary insurance, visas, tests, vaccinations, etc. as required for the travel to the destination and for re-entry to the UK.  **Please confirm by checking this box that you have read the Scottish Government and Foreign and Commonwealth Office’s guidance on travel and are permitted to travel to the destination country at the time of submitting your application** |

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| **Signatures** | | |
| **Applicant Signature** *(Please note that by signing this form, the student is confirming that all information is correct at the time of application)***:** |  |  |
| **Matched Funding Contributor Signature** *(Please note that by signing this form, the contributor confirms their commitment of matched funding)***:** |  |  |
| **Executive Dean Signature** *(Please note that by signing this form, the Executive Dean confirms their approval for the stated travel)***:** |  |  |
| **Comments** *(Please add any comments that are relevant to the consideration of the application)***:** |  |  |