**Leave to Work Away (LWA) Research Fund**

**Department of Earth Sciences**

The School of Physical Sciences Leave to Work Away Research Fund offers financial support for research students to conduct fieldwork and other authorised research away from Cambridge that is **essential** for completion of your research programme.

**Fund Notes**

Please read these notes carefully before making an application.

**Does my registration status mean I am eligible?**

You should be a research student (probationary PhD, PhD, MSc or MPhil examined by thesis) and within the fee paying period of your course.

The following are **NOT** eligible for funding from this source:

* Students registered at an approved University Partner Institution (UPIs, such as British Antarctic Survey);
* Students participating in an approved exchange agreement involving a compulsory period spent at another institution overseas for which fees are waived at Cambridge (e.g. A\*, NIH, HHMI Janelia Farm). These students may apply to the fund for support for any essential fieldwork/research work that is in **addition** to that expected in the core exchange programme provided no other source of funding is available;
* Students with sponsorship that specifically includes adequate resources for fieldwork and study trip expenses. These students are expected to use sponsor funds first and **only** apply to the fund where sponsor provided funds are insufficient;
* MPhil students on taught courses (if you are uncertain whether your course is excluded, consult the Fund Manager).

**Deadlines**

There are no deadlines providing you apply ***at least one month before you leave*** on fieldwork; applications are dealt with as they are received.

**How do I apply?**

Read the guidance to ensure you are eligible. Complete the attached application form and e-mail it with supporting documents to the Fund Manager at the [degreecommitteeEA@admin.cam.ac.uk](mailto:degreecommitteeEA@admin.cam.ac.uk). Your application will be considered and you will be informed of the outcome by e-mail.

**Can I apply more than once?**

You may make more than one application to the fund during your course, and may apply for more than one trip in a given academic year, but please be aware that if you claim more than once in a year, any second award, if agreed, may be lower in fairness to other applicants. Applications for a series of essential trips in a given academic year, rather than a single trip, may be considered.

**How is the funding paid?**

If your application is successful, funding is issued by your department in the form of an ***advance*** to cover upfront expenses, like air tickets. Your department Finance Office will be able to advise you of the financial records and receipts they will expect you to provide.

**►On return**, you will be asked to confirm, in a **brief report**, that you spent the funding as specified in this application and provide requested **receipts/records** of expenditure to your department.

►If you **did not travel** or **did not spend the whole amount awarded**, you must inform the department and be prepared to refund some, or all, of the unspent award.

**Department of Earth Sciences**

**Leave to Work Away (LWA) Research Fund**

**A Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (family name) |  | | |
| Forename |  | | |
| Department |  | College |  |
| Course of Study (e.g. PhD; NOTAF PhD) |  | Month & Year of start of course |  |
| E-mail address |  | | |

**B Are you eligible?**

Please complete the following checklist to check that you and your travel plans meet the criteria:

|  |  |  |
| --- | --- | --- |
|  |  | *Tick to confirm ✓* |
| Your status | Probationary PhD student, or I am registered for the PhD, or for the MSc, or for a research MPhil examined by thesis ***AND*** I am within the fee paying period of my course |  |
| Your course | Registered in a department in the School of Physical Sciences and not through a University Partner Institute, such as BAS |  |
| Purpose of visit | ***The visit is essential for my dissertation and not part of an approved bilateral international course such* A\*, NIH, HHMI**:  fieldwork, research in a collaborator’s lab using specific equipment not available in Cambridge, specialised language learning, accessing resources not available in Cambridge (e.g. observing, working in archives & collections) |  |
| Duration of visit | Normally at least ***two weeks*** away from Cambridge |  |
| Permissions | I have been granted Leave to Work Away for this study period and ***I attach the Student Registry’s email confirming this,***  OR I intend to apply for Leave to Work Away and will provide approval evidence once financial support is secured |  |
| Risk Assessment | I have completed a Risk Assessment and it has been ***approved by my department*** |  |
| Insurance | I have applied for travel insurance |  |
| Ethics/Open Access/IP | I have considered, and obtained permission where applicable, any ethical matters, open access to data, ownership of intellectual property associated with my visit and the data it may generate **– consult your supervisor** |  |
| Other funding | I have applied to all other appropriate funding sources to support the costs of this study period |  |

**If you have been able to tick ALL the boxes, proceed to section C**

►Applications in which one or more statement is left unchecked will not be taken forwards

.

**C Other sources of FUNDING**

Tick all boxes that apply to you and enter the amount you have applied for this trip from each of these sources. You should apply to all relevant funding sources before applying to this fund.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Tick ✓ if applies to you* | *Do you need a grant from the LWA Research Fund to unlock this funding?* | *Amount* ***applied for*** *from this other source for this trip* | *Amount* ***already obtained*** *from this source* |
| I am funded by a UK Research Council or another funding agency which offers funding for fieldwork or lab visits **and I have applied** to the RC for support for this trip |  |  | £ | £ |
| My Department offers support for Fieldwork etc **and I have applied** for support for this trip |  |  | £ | £ |
| My College offers support for Fieldwork etc **and I have applied** for support for this trip |  |  | £ | £ |
| I have applied to the following funding sources:  [please provide name of funder here] |  |  |  |  |
| ***Total amount sought/obtained from other sources:*** | | | £ | £ |

►You may apply to the Fund for a contribution towards the costs that ***exceeds the total amount sought from other sources***.

**D Dates and reasons for TRAVEL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Departure date | |  | | Return date | |  | |
| Main location to be visited | |  | | | | | |
| Type of activity to be undertaken – tick ✓ all that apply | | | | | | | |
| Fieldwork | Lab Work | | Archives/libraries/collections | | Interviewing | | Language training |
|  |  | |  | |  | |  |
| ►Please give a brief outline of your research plan making ***absolutely clear*** why it is necessary to undertake this travel and how it contributes to your dissertation research.  ►Note that the Fund is essentially for gathering data **essential** for your dissertation that cannot be obtained by staying in Cambridge, it does not cover conferences or collaborative visits. | | | | | | | |
|  | | | | | | | |

**E Details of COSTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Expense type*** | ***Please specify:*** | ***DETAILS of what you require and cost of each expense:*** | ***Total costs in this category (£)*** | ***Amount already obtained for this*** *(as in section C)* | ***Amount needed from LWA Research Fund*** |
| Transport to site1 | * Type of transport e.g. flights, boat etc. |  | £ | £ | £ |
| Internal travel costs1 | * Type of transport (e.g. buses or hire of transport); * number of trips, or rate and duration of hire |  | £ | £ | £ |
| Field assistance | * Number of assistants and/or equipment hired * per week hire rate and total no. of weeks required |  | £ | £ | £ |
| *Additional* rent1,2 |  | No of weeks paying for two rents:  Weekly rent in Cambridge: £  Weekly rent in destination: £ | £ | £ | £ |
| *Other costs* |  |  | £ | £ | £ |
|  |  | ***Total costs*** | **£** | **£** | **£** |

Notes

1. All travel and accommodation costs should be by the **most economical means.**
2. Complete this section ONLY if you must **continue to pay rent in Cambridge** and will *also* incur rent costs in your destination. A maximum of up to £100 per week is available

►**Documents supporting cost estimates should be submitted** with your application   
(e.g. flight quotes, local and Cambridge accommodation costs etc.)

**Terms and conditions**

You and your travel plans must **meet the criteria** set out in the attached **Notes** and **in Section B**

1. You must obtain **Leave to Work Away (LWA)** by making a formal application to the University **before you travel**
2. In order to obtain LWA, you must have undertaken **a Risk Assessment** and had this **signed off in your department’s Safety Officer**
3. You must obtain **travel insurance** (this can be arranged, for overseas travel only, through the University)
4. Where applicable to your research, you must consider matters of ethics, open access to data and ownership of intellectual property and obtain permission if required
5. The grant is made in the form of **an *advance*,** and you must produce **financial records/receipts** as requested by your Department and submit a **brief report** confirming the grant has been **spent as specified, on your return.**

►***Any funds advanced for your trip that were not needed for whatever reason may be***

***reclaimed from you and used to support other students.***

For more details, and FAQs about travelling for the purposes of study, please see your Degree Committee’s website: <http://www.dcesg.physsci.cam.ac.uk/current-student/LWA>

**Statement of Student**

* *I accept the terms and conditions set out above and in the attached Notes.*
* *I attach the email from the Student Registry granting Leave to Work Away for this study trip or will do so before I travel on the understanding that any award from the Fund is provisional and funds will not be released until I provide evidence of Leave to Work Away.*
* *I agree to supply requested receipts/financial records and a brief report on return confirming the actual expenditure and will repay some or all of the grant in the event of it not being used.*

|  |  |
| --- | --- |
| **Signature of Student:** | **Date**: |
|  |  |

**Statement of Supervisor**

* *It is* ***essential*** *for the student to travel as specified to gather data for the dissertation that cannot be obtained in Cambridge.*
* *The expenses as set out in Section E are reasonable and necessary.*
* *The student has completed a Risk Assessment, which has been approved by the Department’s Safety Officer.*
* *I have discussed any matters concerning ethics, open access data or intellectual property with the student, and any permissions have been obtained.*

|  |  |
| --- | --- |
| **Signature of Supervisor:** | **Date**: |
|  |  |
| **Name of Supervisor (block capitals or typed):** |  |

***Electronic signatures are acceptable***