**College of Science, Engineering & Food Science Doctoral Travel Bursaries**

The Graduate School in the College of Science, Engineering & Food Science offers a number of Travel Bursaries for students currently registered for a postgraduate doctoral degree (PhD) in the College of Science, Engineering & Food Science.

The purpose of these awards is twofold:

* **To enable students to present their work at an international conference**
* **To facilitate the training of students who wish to acquire skills that are essential for their academic development, but which they cannot otherwise receive in UCC.**

Student applicants can apply for up to €500 in financial support that may be used towards the cost of travel, accommodation and registration fees for relevant conferences or training courses.

It is anticipated that the College will award up to 8 Student Travel Bursaries, which will cover activities taking place between **1st October 2018**and**30th September 2019**.

The applications process is organised into two call periods, and the Graduate School are now inviting applications for the **Spring 2019 call** for which it is envisaged that the College will award up to 4 Student Travel Bursaries (closing date **Friday, 5th April 2019 @ 4 pm**).

The September 2018 call was announced last year in which 4 of Travel Bursaries were awarded.

Expenditure will be reimbursed to the student on the basis of a fully vouched expense claim and receipt of a Travel Bursary report (see Appendix 1 for template) to be sent to Dr. Justin McCarthy, Head of Graduate School, College of Science, Engineering & Food Science jv.mccarthy@ucc.ie within one month of the activity having taken place.

**Application Guidelines**

All applications must be typed and include the following:

1. The expected benefit to your academic development of attending this course/conference.
2. The financial need and why, in your opinion, your application for this bursary should be prioritised
3. Statement of support from the academic supervisor explaining why the support requested should be prioritised
4. The budget for expenses bearing in mind that the maximum contribution is €500. If applicable, include other confirmed sources of financial support to cover the balance.

**Selection Criteria**

* Applicants must be postgraduates enrolled in a doctoral research degree program (PhD) in the College of Science, Engineering & Food Science.
* Priority will be given to those who demonstrate the greatest need to attend the conference/course.
* For all applicants, consideration will be given to disciplinary distribution and the applicant’s ability to demonstrate a need for financial support.
* Students with no other means of support for attending conferences/courses will be prioritised.
* Students in the later stages of their doctoral degree will receive priority if they have not already attended an international conference.
* Priority will be given to those who can provide evidence that their work has already been submitted, and ideally also accepted, for presentation at an international conference.
* Applications from early stage students who wish to attend courses that develop essential skills not available in UCC will also be considered.
* Priority will be given to applications from candidates who have not previously received funding from the scheme. However, applications from candidates who have received funding in a previous year, to a maximum of two bursaries, may be considered in exceptional circumstance.
* Candidates can only be granted one travel bursary per academic year.

Successful applicants will be required to furnish a brief written report to the Graduate School Committee after the supported conference or course on how the bursary specifically benefited their research (see Appendix 1 for template).

**How to make an application**

Application forms can be submitted as a **single PDF document** by **e-mail** to ruth.mclaughlin@ucc.ie

**The deadline for applications is Friday, 5th April 2019 @ 4 pm.**

**APPLICATION FORM**

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| **Name** |
| **Supervisor (s)**  |
| **School/Department** |
| **Doctoral title**  |
| **Month/ Year first registered:** **Expected submission date (month/year):**  |

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| **Amount of Bursary requested €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| 1. **(a) How is your research funded? Self** [ ]  **Funded research (grant)** [ ]

 **Other**[ ]  **(please elaborate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(b) If you have a grant for your research, does it include a budget for travel and dissemination, conferences or courses? Yes** [ ]  **No**[ ] **If yes, please include amount available for funding dissemination/training:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **Have you attended an international conference since registering for your doctoral studies? Yes** [ ]  **No** [ ]

**If yes was this funded by Self** [ ]  **Other** [ ]  **(please elaborate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **Have you attended any courses in support of your academic development outside of UCC since registering for your PhD? Yes** [ ]  **No** [ ]

**If yes was this funded by Self** [ ]  **Other**[ ]  **(please elaborate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **Have you previously applied for a travel bursary from the Graduate School, College of Science, Engineering and Food Science since registering for your PhD?**

**Yes** [ ]  **No** [ ] **If yes, when (year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and were you successful: Yes** [ ]  **No** [ ]  |

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| **Details of Conference or Course for which support is sought:** (Include Title, location, dates) |

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| **Title of abstract:****Submitted for (***evidence should be appended to application form***):**[ ]  **Oral** [ ]  **Poster**[ ]  **Accepted** [ ]  **Submitted** [ ]  **Plan to submit** (submission date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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| **Please describe how attendance at this course/ conference will benefit your academic development of (100 words or less)** |

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| **Details of budget (in euros) for expenses bearing in mind that the maximum contribution is €500 (e.g. travel, accommodation, registration). If applicable, include other confirmed sources of financial support to cover the balance.**  |

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| **Please explain why, in your opinion, your application for this bursary should be prioritised (100 words or less)** |

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| **Statement of support from Supervisor(s) explaining why the support requested should be prioritised (100 words or less)** |

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| **Signature (doctoral student):****Date:** | **Signature(s) of supervisor(s):****Date:** |

**Note: Electronic signatures are acceptable**

**APPENDIX 1. TRAVEL BURSARY REPORT**

This report should be sent the Dr. Justin V. McCarthy Head of Graduate Studies, College of Science, Engineering and Food Science by email; jv.mccarthy@ucc.ie with fully vouched expense claim within one

month of the activity having taken place.

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| **Name** |
| **Supervisor (s)**  |
| **School**  |
| **Doctoral title**  |
| **Details of Conference or Course attended** |
| **Please describe how attendance at this conference/ course has benefited your academic development (100 words or less)** |