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**Faculty of Humanities**

**SEED PGR CONFERENCE SUPPORT FUND**

This form is issued by the School of Environment, Education and Development and should be used to apply to the School PGR Committee for the conference support to help with the expenses that may be incurred during a conference visit.

**Once completed**, this form and any supporting documentation should be returned to your School Administrator, via the PGR Office, [pgr-seed@manchester.ac.uk](mailto:pgr-seed@manchester.ac.uk)

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| **SECTION 1: CANDIDATE DETAILS** | | | |
| **Surname:** |  | **Title:** | Choose an item. |
| **Forename:** |  | **ID Number:** |  |
| **University email address:**  *(Please note all emails will be sent to your University email)* |  | | |
| **Attendance:** | Choose an item. | **Year of Study:** | Choose an item. |
| **Discipline/ Programme** | Choose an item. | | |
| **Supervisory Team:** |  | | |

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| **SECTION 2: FUNDING SUPPORT DETAILS** | |
| **Reason for the Funding:** |  |
| **Have you previously been awarded funding? Yes/No. If yes please provide details** | Choose an item. |
| **Are there any other funds available to you? Yes/No** | Choose an item. |

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| **SECTION 3: CONFERENCE DETAILS** | |
| **Conference name:** |  |
| **Conference date:** |  |
| **Conference country:** |  |
| **Title of paper:** |  |
| **Paper Accepted:** | **Please attach evidence** |
| **Please justify your request for funding and how the conference will contribute to your research:** |  |
| **SECTION 4: COST £** | |
| **Conference/registration fee £** |  |
| **Conference Travel (please state whether by plane/train/car)** |  |
| **Accommodation (please give name of hotel/website address)** |  |
| **Total Amount of Funding Requested:** | £ |

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| **SECTION 5: SUPPORT** |
| **You must submit a supporting statement, truthfully and concisely explaining the reasons for your application and specifically stating how you intend to spend the money.** |
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| **You should also attach a specific and detailed budget, including details of existing financial support and other grants you have applied for.** |

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| **SECTION 6: SUPERVISOR’S RECOMMENDATION** |
| **Please indicate your support for the student’s application for School funding below and, if applicable, the reasons for a non-standard application.** |
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**Please ensure that you have included all required parts of the application and tick the boxes below. (Please note that any incomplete application will be rejected).**

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| **Application checklist** |  |
| **Proof of acceptance from conference organiser** |  |
| **Abstract (If applicable)** |  |
| **Evidence of registration costs** |  |
| **Supervisors supporting statement** |  |
| **Detailed breakdown of costs** |  |

**DECLARATION TO BE SIGNED BY APPLICANT**

In applying for this PGR Conference Support I undertake to abide by the following:

1. I undertake to inform the School of Environment, Education and Development immediately of any change in the information I have given in this application form. I understand that if it transpires that excess monies have been paid, the amount of the excess will be refunded to the School.
2. I undertake to supply any additional information which the School of Environment, Education and Development considers necessary.
3. I understand that giving any false information or withholding of relevant information may lead to the termination of any support granted and the institution of proceedings for the recovery of any amounts paid by the School of Environment, Education and Development.
4. I declare that to the best of my Knowledge the information given above is correct.

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| **SIGNATURES (if by email please tick box) Date** | | | |
| **Student** |  |  |  |
| **Supervisor** |  |  |  |
| **Department Coordinator**  **(If requested amount exceeds (£1000).** |  |  |  |

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| **OFFICE ONLY** | | |
| **APPROVE** | **REJECT** | **REFER** |
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| **Authorised by:** |  | |
| **Role:** |  | |
| **Date:** |  | |
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| **Amount awarded:** | **£** | |
| **Processed on CS:** | **Date** | |
| **Student notified:** | **Date** | |