The University of Manchester

Travel Awards

# 2023-2024 Academic Year



**The University of Manchester**

**H.E. David / Zochonis / Pawel Koprowski Travel Awards 2023/2024 Application Form**

## Please state here the award you are applying for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Number: (office use only)**

**Title of Project / Special Study:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Surname:** \_\_\_\_\_\_\_\_\_\_

1. **First Name(s):**  \_\_

1. **I.D. Number:** \_\_\_\_\_\_\_\_\_\_

1. **Programme of Study:** \_\_

1. **Length of programme of study:** \_\_\_\_\_\_\_**years from (month/year)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6 Current year of study (eg 2nd, 3rd):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Address during University semesters:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_

**Postcode:** \_\_\_\_\_\_\_\_\_\_\_

1. **Address during University vacations:**  \_\_\_\_\_\_\_\_\_\_\_

\_\_\_

**Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_

1. **E-mail Address:**  \_\_\_\_\_\_\_\_\_\_\_\_

1. **If submitting an application on behalf of a group of students, please list the other student(s) concerned and their programmes of study. NOTE: Group applications are not valid, for the Pawel Koprowski Memorial Vacation Award, only single applications:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_

1. **Please give exact date(s) when project/special study will be undertaken:**

**From:** **To:** \_\_\_\_

1. **Estimate of costs involved**

**Travel (per person by the most economical route**): £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel Insurance (per person):** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subsistence (per person):** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accommodation (per person):** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total\*:** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*The total should not include any monies already available/received.*

**Application for funding to other bodies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Referee: Please give the name of the member of University Academic Staff who will be submitting a reference with this application form:**

\_\_\_\_

***NOTE: It is the applicant’s own responsibility to arrange for the Reference to be completed and given in with this application form. Any forms not accompanied with a Reference WILL NOT BE CONSIDERED.***

1. **Signed**: **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

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**DETAILS OF PROPOSED PROJECT OR SPECIAL STUDY**

**The salient points of your proposed project, including COSTING AND ANY ADDITIONAL COSTING NOT MENTIONED ON PAGE 1 must be summarised on this page ONLY**. **Please note that we cannot take into consideration costs for Clothing/Equipment and Vaccinations**. If you have made any applications to other bodies, including any fundraising events / individual events, please give full details below. Candidates are naturally at liberty to enclose other relevant documentation - **Please do not include bulk correspondence**. The Panel which considers applications expects some degree of detail to be provided where a considerable amount of money is being applied for.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain here in just a few sentences the personal benefit you see yourself deriving from carrying out your proposed project:

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**RISK ASSESSMENT (ONLY COMPLETE ONE Risk Assessment).**

The Panel which considers applications will want to know that you have carefully considered the risks associated with your chosen project and that you have taken such steps that are reasonable to minimise the risk to your health and safety. We have included a checklist below, as a prompt for you. **As part of your application you must include a risk assessment,** addressing each of the items on the checklist, even if your answer to some of them may be 'not applicable'. Responses to some items on the checklist may be brief (a few words, or a sentence or so) or may need to be more detailed (a few paragraphs) according to the nature of your chosen project.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Travel | Overall Itinerary |  |
|  |  | Travel to destination |  |
|  |  | Travel at destination |  |
|  |  | Documents: visas, insurance,  official permission |  |
|  |  |  |  |
| 2. | Accommodation |  |  |
|  |  |  |  |
| 3. | Medical | Evaluation of local conditions |  |
|  |  | UK health check-up [and action] |  |
|  |  | Vaccinations and documents |  |
|  |  | Specialist first-aid kit |  |
| 4. | Project | Risk assessment of activities |  |
|  |  | Special skills and training needs |  |
|  |  | Assistance and back-up (UK/Local) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. | Equipment taken | Competent to use |  |
|  |  | Maintenance and spares |  |
|  |  |  |  |
| 6. | Catering | Food locally available |  |
|  |  | Food to be taken from UK |  |
|  |  | Problems with contaminated supplies |  |
|  |  | Water purification tablets |  |
|  |  |  |  |
| 7. | Personal safety | Accident & emergency plans: evacuation, repatriation |  |
|  |  | Lone working/violence - awareness, plans, communications |  |
|  |  |  |  |
| 8. | Physical hazards | Terrain/seas & rivers |  |
|  |  | Climate - normal & extremes |  |
|  |  |  |  |
| 9. | Biological Hazards | Plants, insects, organisms reptiles & animals |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 10. | Culture | Local customs, dress, religion, legal codes |  |
|  |  |  |  |
| 11. | Stress | Loneliness, isolation, foreign tongue, sickness |  |

Name (print):

Date:

Signature:

**PLEASE REMEMBER TO INCLUDE YOUR ACADEMIC REFERENCE ON LETTER HEADED PAPER, WITHIN THIS APPLICATION**