

Travel and Research Awards Application Guidance

Supporting Information

Please submit all of the below supporting information within one Word (doc/docx) or pdf document to upload in the application form, please ensure you use the below four headings within your document as reference to each section.

1.) Breakdown of Expenses

Please provide a clear and realistic breakdown of how you intend to spend the money you are applying for. You can include all the expenses involved in your trip, such as travel insurance and vaccinations, in addition to the travel costs. Please upload this within your Word or pdf document and a table format is preferable.

Expense Description	Cost (£)
Accommodation for 5 nights	250
Flights to X	300
Travel within the country	50
Food for 5 days	100
Travel insurance	5.50
Total:	705.5

2.) Itinerary for your project

Please provide an itinerary of what you will be doing and when during your project. For short periods of travel you may wish to provide a day by day itinerary. If you are travelling for an extended period of time, it may be easier to include a week by week itinerary. Please upload this within your Word or pdf document and a table format is preferable.

Day/Week	Destination and Activities
Day/Week 1	
Day/Week 2	
Day/Week 3	

3.) Supporting Statement

The supporting statement is an important part of your application and should provide a clear overview of the project you are undertaking and the benefits of the project to your studies or personal development. You may wish to include the following in your supporting statement:

- Some background information about your research/project;
- A brief description of the proposed research location;
- The aims/objectives of your travel and your intended outcome;
- Why you feel you are qualified to undertake the project;
- Your motivation for carrying out the research project.

Please note the word limit of 500 words for your supporting statement.

4.) Academic Reference

Your academic reference must be from a member of Royal Holloway academic staff and should be on headed paper signed by your referee. You must have received your reference before completing the application form as the reference will need to be uploaded with the rest of your supporting information as a Word or pdf document at time of applying. When requesting references, please ensure you provide the referee with adequate time to write a reference before the deadline.

Useful Tip

In order to include all four sections within one Word or pdf document, we advise you to complete the first three sections of; Breakdown of Expenses, Itinerary and Supporting Statement in one word document and send this to your referee, with your request for a reference. Your referee can then add their signed reference to the end of your document and send it back fully completed for you to upload in the application form.

Frequently Asked Questions

Which students are eligible to apply for the Awards?

You need to be a fully enrolled student at Royal Holloway, University of London, to be eligible to apply for the awards. This is in addition to the specific criteria for each award.

- Pre-Masters students are eligible to apply for any of the awards we offer (subject to the specific award criteria).
- Visiting students are not eligible to apply for the awards as they are students of their home institution rather than of Royal Holloway. Additionally, students studying at the University of London in Paris are not eligible to apply.

Can I apply for more than one award?

You are only able to submit one application to the Travel and Research awards per academic year. Therefore, if you cannot decide between applying for a specialist award (e.g. the Ethel Beatrice Abrahams Award) and a Royal Holloway Travel Award, it is recommended that you apply for the specialist award. If you are unsuccessful in the specialist award (or the specialist award does not cover the full amount requested) and travel is involved, your application will automatically be considered for a Travel Award.

Will I receive the full value requested within my Breakdown of Expenses?

No, you may be awarded a lower amount to the value you specified within your Breakdown of Expenses to allow the award to be shared among more candidates.

What if I am undertaking multiple research trips or attending several conference?

If you are planning on undertaking multiple research trips or attending several conferences, you will need to include all of your proposed activities in one application. In the Breakdown of Expenses, please provide the costs associated with each trip, an overall total and, if different, the total amount of funding you are requesting from the award.

Can I apply if my trip took place before the applications close?

Yes, you are able to apply so long as the research or travel you undertook was during the 2017/18 academic year (October 2017 to September 2018).

A more extensive FAQ page can be found at

www.royalholloway.ac.uk/ecampus/finance/faqs/travelawardfaqs.aspx?Listing_List_GoToPage=1.

If you have any questions that are not answered on the above page, please contact student-administration@royalholloway.ac.uk

Good luck with your application.

Example Application Form

Pages 1 to 3

Personal Details

First Name *

Family Name *

Student Number *

Email Address *

Telephone Number *

Please indicate your current student status *

- Current Royal Holloway student
- Royal Holloway graduate (graduates are only able to apply for the Helen Cam Award)

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Current Students

Programme of Study (e.g. B.A. English) *

Year of Study (e.g. 1,2,3 etc.) *

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Application Details

Please select the award you are applying for *

- Ethel Beatrice Abrahams Award
- Irene Marshall Scholarship
- Helen Cam Award
- Royal Holloway Travel Award or Santander Travel Award
- Una Ellis-Fermor Award
- Peter Marsh Prize

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Project Topic or Title *

Proposed Research Location *

Amount applied for (£) *

Please select the start date of your travel or research project. *

Please select the end date. *

Supporting Information

Please upload your supporting information of Breakdown of Expenses, Itinerary for your project, Supporting Statement and Academic Reference within one Word (doc or docx) or pdf document and use these four headings as reference to each section. Please note that only one file can be uploaded.

Please upload your supporting information here. *

 Browse...

Additional Funding

Please include details of any other funding you have applied for (e.g. name of award, amount and whether it was successful).

Conditions of the Award

Travel and Research Awards are bestowed on the understanding that applicants agree to the following conditions: 1.) Any published work arising from your travel or research should acknowledge the support of the Award. 2.) Successful applicants are required to produce a short report upon completion of their project that will be published on the Royal Holloway Travel Awards and College Prizes webpage.

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Pages 6 and 7

Please let us know how you heard about the Travel and Research Awards. *

- eCampus
- Tutor/Lecturer/Supervisor
- Posters/Leaflets
- Other
- Campus Display Screens
- Information in your Department
- Email from your Department

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Agreement to the Conditions

By clicking on 'Submit', you are confirming that you have read the criteria and conditions of the Award and agree to abide by them.

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[Submit](#)