

GRANT APPLICATION FORM

Grant applications are handled by the Grants Committee, which meets on Wednesday in Weeks 1 and 6 of each term. **Applications should be sent to Sarah Hope in the Dean's Office no later than 12 noon on the Thursday immediately preceding a meeting (i.e. Weeks 0 and 5).**

The Grants Committee does not normally accept retrospective applications.

The Committee expects that where alternative potential sources of funding exist (Faculties, Departments, University Travel Funds, British Academic Grants, etc), appropriate application(s) will already have been made to the relevant body. Details of such applications should be given in the appropriate section below. **If no such applications have been made, please explain why.**

TITLE		
NAME & SURNAME		
CURRENT STATUS	<input type="checkbox"/> GB Member <input type="checkbox"/> JRF <input type="checkbox"/> Emeritus Professor <input type="checkbox"/> British Academy Post-doctoral fellow <input type="checkbox"/> Teaching Lecturer* *Teaching lecturers, please answer yes/no to the following: (i) You do not hold a major post elsewhere (e.g. at another college) Yes / No (ii) You teach a minimum of six hours for Christ Church Yes / No (iii) Your contract with Christ Church is for a minimum of three years Yes / No	
GRANT AMOUNT REQUIRED	Up to £ _____	
IT EQUIPMENT	Item	Cost (£)
CONFERENCES	Conference name	
	Location	
	Date	
	Reason for attending (e.g. giving a paper)	
	Fee cost (£)	

	Accommodation/ subsistence costs* (£)	
	Travel costs (£)	
	Have you applied to your faculty / department/other body for assistance? Please give details. If no applications have been made, please explain why.	Yes / No
RESEARCH EXPENSES	Nature of research project	
	Do you receive any external funding (e.g. ESRC, AHRC, NERC)?	Yes / No
	If yes, please explain why the research costs cannot be met by that funding.	
	Accommodation/ subsistence costs (£)	
	Travel costs (£)	
	Other costs (please specify)	
	Have you applied to your faculty/ department/other body for assistance? Please give details. If no applications have been made, please explain why.	Yes / No

* Please note, the college will not pay for first or business class airfares. Rail fares are limited to the cost of a “standard class any time return”.

I CONFIRM that I have read and understood the accompanying grants regulations as approved by the Governing Body. I understand that it is my responsibility to inform Sarah Hope if the grant is not used for any reason (e.g. because a conference is cancelled) so that my remaining grant allowance for this academic year can be adjusted accordingly.

Signature: _____

Date: _____