 

**PhD Academy Student Event Funding – Application Form**

**Please indicate which fund you are applying to:**

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| **Conferences and Workshops** |  |
| **Training and Masterclass** |  |
| **Knowledge Exchange Activity** |  |

**Please tell us the title of the event:**

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**Applicant Details**

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| **Surname:** | **First Name:** | |
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| **Department:** | **Are you ESRC funded?** | **Are you the lead applicant?** |
| **Telephone:** | **Email:** | |

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| **Surname:** | **First Name:** | |
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| **Department:** | **Are you ESRC funded?** | **Are you the lead applicant?** |
| **Telephone:** | **Email:** | |

Please copy above table(s) to add additional applicant details if required

**Part One - Event Details**

Please indicate your preferred dates(s) and timings of the event. There may be greater flexibility outside of term time. If the PhD Academy training room is not a suitable venue please explain here stating where you would plan to hold it and why.

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Please provide a list of speakers / trainers, the organisation they represent and their contact details

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Who will be the audience for this event? How many delegates are you expecting and do you expect these to be ESRC funded or from non-academic organisations?

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**Part Two - Event Budget**

Please provide a budget for the event – a suggested layout is given in the box below. Your budget may include items such as catering, speakers travel, trainer’s fee etc.

The source of information for each cost should be provided and attachments are accepted. Catering provided by LSE catering can be costed accurately using the information on <https://info.lse.ac.uk/staff/services/catering/order-catering>

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| Catering Costs  Cost per head for tea/coffee x no. coffee breaks x no. delegates  Cost per head for lunch x no. delegates  Speaker costs  What expenses are for and how much will they be?  Any other costs?  **Total Costs for event** |

Please tell us if you will be using an additional sources of funding – how much and source

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Please tell us how you will ensure the event does not go over budget

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**Part Three - Event Case for Support**

Please provide a case for this funding bearing in mind that this event:

* Must conform with the PhD Academy Student Event Funding Guidance (eg must be cross disciplinary)
* Must identify themes that you will be exploring – applications from ESRC students should include how the themes will be of interest to the ESRC
* Must identify the aims and objectives of the event and any issues it seeks to raise or address
* Students are asked to attach any relevant documents, such as a draft call for papers

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**Part Four - Department Support**

Please supply a statement of support from the lead applicant’s Supervisor or Doctoral Programme Director. You can use the box below or attach a letter.

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| Lead Student Signature and Date |  |
| Name of Supervisor |  |
| Supervisor Signature and Date |  |

*Please submit completed application form and any attachments* by [submitting an enquiry](https://lseportal.force.com/studentservices/s/enquiry-form) *with the subject ‘Student Event Funding Application’ by the deadline given in the Student Event Funding Guidance*