Graduate Small Grants
Research students in the Department of Sociology have three opportunities each year to make a formal application for a small grant to assist them in their PhD/MPhil research, or to give papers at conferences. Students must be registered to make a claim.

(1) Funds are limited. Normally a student will be eligible to apply for a maximum of £1,000 during their registration period.

(2) Attention must be paid to the research application. A strong case for support must be made on the application form, indicating clearly how it will contribute to the research for your thesis, and what benefit you expect to gain from it. Detailed and careful completion of the form is a pre-requisite of any application being considered by the Research Committee. Supervisors are asked to complete their part of this form, and to explain whether and how the funding will contribute to the student’s progress. Decisions of the Committee will be notified in writing normally within one week of the meeting.

(3) The main criteria used in the ranking of small grants for research students are:

(i) Alternative Funding: is there an alternative source of funding?

(for example, ESRC award holders have a small fund for minor expenses).

(ii) Prior Funding: on grounds of equity, prior funding allocations will always be taken into consideration

(iii) Amount of Funding: the award of a small grant will normally be preferred to large amounts.

(iv) Suitability: is the money really needed for the research, or is it for work that the student should be doing for him or herself?

(4) Applications must be word processed

(5) Claims for subsistence will not be eligible.

(6) Students can apply for a maximum of £500 for proof-reading purposes, and receipts must be attached to the claim.

(7) The normal expectation is for students to apply in advance of the expenditure and only in very exceptional circumstances will a retrospective claim be considered.

Application forms are available from the Deputy Departmental Administrator (sue@essex.ac.uk).