**PGR Student Interdisciplinary Conference funding application form (2018-19)**

***Completed applications must be submitted to*** [***pgresearch@essex.ac.uk***](mailto:pgresearch@essex.ac.uk) ***by 5pm on 21 January 2019.***

**Conference title:**

**Conference Organisers**

**Names:**

**Departments/centres:**

**Registration numbers:**

**Email addresses:**

**Conference details**

**Proposal and rationale:** *Up to 500 words (to include information about the research rationale, aims and objectives, including a note on the interdisciplinary nature of your conference; any proposed key note speaker and/or external speakers; consideration of any access/disability requirements; adherence with the* [*University External Speaker Code of Practice*](https://essex.funnelback.co.uk/s/redirect?collection=uoe-meta&url=https%3A%2F%2Fwww.essex.ac.uk%2F-%2Fmedia%2Fdocuments%2Fabout%2Fgovernance%2Fexternal-speaker-code-of-practice.pdf%3Fla%3Den&index_url=https%3A%2F%2Fwww.essex.ac.uk%2F-%2Fmedia%2Fdocuments%2Fabout%2Fgovernance%2Fexternal-speaker-code-of-practice.pdf%3Fla%3Den&auth=IRl%2FXzKmd6K1%2FIoriopuwA&profile=_default&rank=1&query=External+Speakers+Policy)*, where applicable).*

**Amount requested and budget outline:**

*Unless exceptional circumstances apply, no more than £5000 will be awarded.*

*Make sure justify the items and expenditures listed in your budget outline. The conference must take place and all approved budget spent by 31 July 2019. (If appropriate, include details of any matching funds offered by your department or other funds within or beyond the University).*

**Timeline:**

*Include target dates for key organisational milestones and the proposed date of the conference.*

**Expected outputs (working papers/presentations/datasets/other) and impact of the conference:**

*At the end of the conference, a short report must be submitted detailing outcomes and impact of the conference, as well as your reflection on the experience and skills gained from organising the conference.*

**Statement of support from at least one of the following:**

**[ ] PhD supervisor(s)**

**[ ] Graduate Director(s)**

**[ ] other (please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

*Please comment on the quality of the proposal, and, if applicable, confirm any departmental or other co-funding.*

*Terms and Conditions of the PGR Student Interdisciplinary Conference*

* *The maximum budget that can be requested is £5000;*
* *Your proposal must involve PG researchers from at least 3 academic departments/schools/centres, from within at least 2 Faculties;*
* *The conference must take place and all approved budget spent and claimed back for reimbursement by 31 July 2019. Any claims after this date are unlikely to be paid as this fund is available only for the current University Financial Year;*
* *Your proposal must have the support of at least one supervisor or Graduate Director.*