**ESRC DTP Research Training Support Grant (RTSG)**

**Request Form**

*Please see* [*RTSG Guidance Notes*](https://www2.warwick.ac.uk/fac/cross_fac/mgsdtp/resources/funding/mgs_rtsg_guidance_for_students.pdf) *for further details before completing this request form.*

**Student details**

|  |  |
| --- | --- |
| Name |  |
| Student ID number |  |
| Home Institution |  |
| Department/School |  |
| Pathway |  |
| Supervisors |  |
| Year of study (e.g. Masters, yr1 PhD) |  |
| Email Address |  |

**Research Training Support Grant (RTSG) Request**

*Please provide a concise summary below explaining the purpose of the funds/the reason for the funding request and why the activity/item is necessary for your research and the intended dates of the activity:*

|  |
| --- |
|  |

[ ]  ***Please tick here*** *if this RTSG request relates either to attendance at an advanced training session at one of the MGS partner institutions, or to attending a supervision meeting at your joint institution for students undertaking an MGS Joint Studentship.*

[ ]  ***Please tick here*** *if you are in receipt of a Collaborative Studentship and this RTSG request relates specifically to collaborative activities, e.g. attendance at the workplace of your partner organisation, or participation in activities or events delivered by your partner organisation.*

**Summary of RTSG Funds requested on this occasion**

|  |  |
| --- | --- |
| **Total Amount Requested:** | **£** |

**Budget Breakdown:**

*Please provide a breakdown of the costs you are asking for and all relevant details for each line item. An example has been provided in brackets which you should overwrite:*

|  |  |
| --- | --- |
| **Travel Costs** *(Please detail mode of transport, to-from location and anticipated/actual date of travel; e.g. Train Tickets from Coventry to Sheffield, outbound 15 November, return 17 November)* | **£** |
| **Accommodation Costs***(Please detail type of accommodation, the number of nights accommodation and anticipated/actual date stay; e.g. Hotel XXX, Sheffield, 2 nights accommodation 15 & 16 November)* | **£** |
| **Conference Fee***(Please provide relevant details; e.g. XXX Conference at the University of Sheffield, from 15-17 November, 3 day conference fee)* | **£** |
| **Other Costs – please add further rows if required** | **£** |

**Supervisor Approval**

*For all RTSG requests a supervisor’s signature is required in order for the request to be considered.*

|  |  |
| --- | --- |
| **Signature of Applicant** | **Date** |
|  |  |
| **Signature of Supervisor** | **Date** |
|  |  |

Completed and signed RTSG requests should be submitted to your [Institutional DTP Administrator](http://www2.warwick.ac.uk/fac/cross_fac/mgsdtp/about/contacts/). The completed forms must be:

* submitted via email;
* either [electronically signed](https://acrobat.adobe.com/uk/en/acrobat/how-to/fill-sign-pdf-forms-electronically.html) or a scanned copy of physical signatures; and
* your supervisors must be copied (cc-ed) into your submission.

**ESRC DTP Office Use Only**

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| --- | --- |
| Approved By: |  |
| Date: |  |