

TO BE COMPLETED WHEN REQUESTING FIELDWORK FOR STUDENTSHIPS

REQUEST FOR APPROVAL OF EXPENSES FOR FIELDWORK.

Important – please read the following notes before completing this section of the form.

This form should be used where a studentship proposal is submitted for the Open CASE competition or other Directed Studentship calls. The form should be submitted attached to the Je-S studentship proposal.

No subsequent requests may be submitted.

Applications must be supported by a full scientific case from the student's supervisor.

- ❖ Notification of the amounts approved will be provided to the applicant/supervisor by email. **No assumptions of approval or the availability of funding for specific projects should be made until such notification is received. Approved funds will be added to the Doctoral Training Grant (DTG)**
- ❖ Funding will, in general, be approved only for categories of expenditure and items identified in the current 'NERC Studentships Handbook', and except in exceptional circumstances, amounts for travel and subsistence will be awarded only at the rates and fieldwork bands listed on our OVERSEAS FIELDWORK BANDS document, which can be found on the NERC website at: <http://www.nerc.ac.uk/funding/application/studentships/>.
- ❖ For UK fieldwork, NERC would normally expect the student to have access to a departmental vehicle, however in **exceptional circumstances** NERC can pay a 50% contribution towards car hire. Please explain why a departmental vehicle will not be available.
- ❖ NERC would not normally pay subsistence expenses for a sustained period of fieldwork, on the basis that the student shouldn't need to retain their alternative accommodation and so can use their maintenance award for accommodation and living expenses.
- ❖ For **CASE** studentships; it is expected that cooperating bodies will meet the extra expenses incurred by students visiting and working in their establishments.

1. APPLICANT/SUPERVISOR DETAILS

Title:	Initials:	Surname:	
Tel:	Fax:		E-mail:
Organisation:			Department:

2. UK FIELDWORK

Supporting Case – What is the purpose of the trip(s)? Why is this necessary for the student's training?

4. OVERSEAS FIELDWORK

Supporting Case – What is the purpose of the trip(s)? Why is this necessary for the student's training?

Date	No. of weeks	Country	Band	Element A	Subsistence = (weekly rate x no. of weeks)	Total. Element A + Subsistence	
Cost of vehicle hire (NERC can pay a 50% contribution towards car hire). Fuel - total miles @27p per mile		Total of 100% cost:				Total of 50% cost:	
Cost of sample transport (NERC can pay a 50% contribution towards sample transport).		Total of 100% cost:				Total of 50% cost:	
Total requested for overseas fieldwork							

Please note that 'Element A' is intended to provide all travel costs.

NERC normally funds only 50% of the total cost of vehicle hire or sample transport.

UK fieldwork total £	
Overseas fieldwork total £	
Total £	