# Application guidance for students applying to the Mosley, Worts and Frere Travel Funds

Please read the following guidance before submitting an application to the Mosley, Worts and Frere Travel Funds.

# Application process

**Prepare your application** *(applications open Thursday, 1 December 2022)*

* Check you are eligible (see [website](https://www.cambridgestudents.cam.ac.uk/fees-and-funding/funding/travel-awards))
* Check you can access the [application form](https://forms.office.com/r/7VguFqgEZi) using Microsoft Forms
* Review the questions you will be asked in the online form (see [appendix](#_Appendix))
* Draft your answers offline (you cannot partially complete your online application and return to finalise and submit it, it must be completed in one session)
* You should be aware that your application needs to have the support of your Academic Supervisor or Director of Studies in order to be considered. You are strongly encouraged to discuss your application with your Academic Supervisor or Director of Studies before submitting an application

**Submit your application** *(by the deadline of 23:45 UK time on Friday, 10 March 2023)*

* Click the link to the [online application form](https://forms.office.com/r/7VguFqgEZi)
* You will be asked to log in so that you can access the form – please ensure you use your CRSid@cam.ac.uk email address and Raven password to log in – if you are already signed into an alternative Microsoft Office 365 account on your device you will need to sign out of this account and clear your cache in order to access the form
* Please be aware that the online application form comprises several sections and it is not possible to partially complete the form, save it, and return to it later – it must be completed in one sitting
* Complete and submit the online application form by the deadline – if you experience any technical problems please email Student.Prizes@admin.cam.ac.uk

**Support form from your Academic Supervisor/Director of Studies** *(by the deadline of Friday, 17 March 2023)*

* Your Academic Supervisor/Director of Studies will receive an email with a PDF copy of your application form and a link to a short MS Form for them to complete in support of your application
* Your Academic Supervisor/Director of Studies will be sent an automated reminder if they have not submitted their support form one week before the deadline
* Please note that applications without an accompanying support form will not be considered

**Outcome notification**

* You will receive an email informing you of the outcome of your application by the end of the Easter term

# How will the information I provide in my application be shared?

The information you provide in your application will be held securely and only shared with individuals where it is strictly necessary to process and consider your application, this comprises:

* Student Funding and Fee Policy Team who administer these funds
* The Managers of the Travel Funds who review the applications

General information on how the University uses your personal data is published on the University’s website at: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data>.

# **Appendix**

This appendix reproduces the questions from the online application form. Each section starts on a new page. The online form is dynamic and some questions are only displayed if specific answers are selected – the question numbers in the online form will automatically adjust accordingly and therefore might not reflect the ones in this appendix. Questions requiring a response from all applicants are marked accordingly.

# **University Travel Awards Application Form**

University travel awards are made annually from three funds: Mary Euphrasia Mosley Fund, Sir Bartle Frere's Memorial Fund and Worts Travelling Scholars Fund.

Please read the conditions of each fund carefully to decide which one fits your application and travel plans the best. If you are eligible to apply to more than one fund, you will be placed at no disadvantage by applying to one fund rather than another.

The Student Funding and Fee Policy Team will use the personal information in your application form to assess your application for funding and to distribute funding according to the rules of the Mosley, Worts and Frere Travel Funds. The data we hold on you will be supplemented by information received from your Academic Supervisor or Director of Studies.

We retain your information for five years following your graduation after which it is destroyed. For more information on how the University of Cambridge processes your personal information, please see https:www.information-compliance.admin.cam.ac.uk/data-protection.

## **Fund**

The Bartle Frere Exhibitions are awarded annually for study or research in any branch of knowledge relating to a Commonwealth country; not including the UK and countries of the Indian sub-continent. The Managers will give preference to undergraduate students but postgraduate students will also be considered.

The Mary Euphrasia Mosley Fund provides awards for the encouragement of travel to the countries of the Commonwealth and dependent territories, excluding the UK, for the promotion of study or research and for the maintenance of good relations between them.

Grants from the Worts Travelling Scholars Fund are made annually for the promotion or encouragement of investigations in countries outside Great Britain respecting the religion, learning, law, politics, customs, manners and rarities, natural or artificial, of those countries, or for purposes of geographical discovery or of antiquarian or scientific research in such countries, subject to any conditions as to publication of the results of investigations which may be laid down at the time of the making of the grant.

1. Which fund are you applying to? (asked to all applicants)
* Bartle Frere Exhibitions
* Mary Euphrasia Mosley Fund
* Worts Travelling Scholars Fund

## **Your details**

1. Your USN (this 9-digit number can be found on CamSIS) (asked to all applicants)
2. Your CRSid (eg ab123) (asked to all applicants)
3. Your date of birth (asked to all applicants)
4. Your College (asked to all applicants)
5. Your department/faculty or equivalent (asked to all applicants)
6. Your fee status (asked to all applicants)
7. When not in Cambridge, in which country are you ordinarily resident? (asked to all applicants)
8. Your nationality (asked to all applicants)
9. Your mode of study (asked to all applicants)
10. Your course level (asked to all applicants)
11. Your undergraduate course (dependent on response to question 11)
12. Your postgraduate course (dependent on response to question 11)
13. When are you due to complete your course? (dependent on response to questions 12 and 13)
14. When is your submission deadline? (this is the date as shown on CamSIS) (dependent on response to questions 12 and 13)
15. Please list courses and results of all University examinations already taken (asked to all applicants)
16. Please provide the name of your Academic Supervisor or Director of Studies (asked to all applicants)
17. Please provide your Academic Supervisor or Director of Studies’ email address (please use their CRSid@cam.ac.uk email address) (asked to all applicants)

## **Your financial circumstances**

1. Have you received funding from a sponsor for your course? (eg Cambridge Trust, Research Council, College, Department, External Charity) (asked to all applicants)
2. Please provide more information about your funding including how much you receive or are due to receive this academic year and why the funds you receive are not sufficient to support a period of travel (dependent on response to question 19)
3. Have you received or are due to receive any scholarships, bursaries or grants this academic year in addition to any funding for your course outlined above? (asked to all applicants)
4. Please provide the name of the scholarship, bursary or grant and the amount which you receive or are due to receive this academic year (dependent on response to question 21)
5. Please explain why alternative sources of funding (eg Department, Bursary, Supervisor, College) are unable to fund this trip (asked to all applicants)
6. Have you previously applied to the Mosley, Worts or Frere Funds? (asked to all applicants)
7. Please provide details (including outcome of application and if awarded, the amount and date) (dependent on response to question 24)

## **Your project**

1. Which country or countries will you visit? (asked to all applicants)
2. Please provide the dates in which you are planning to travel (asked to all applicants)
3. What is the object of your project and how will it fulfil the purpose of the fund you are applying for? Please state exactly what you plan to do in terms of research in no more than 250 words. (asked to all applicants)
4. Is anyone else travelling with you? (asked to all applicants)
5. Please list the other members of your group (dependent on response to question 29)
6. Is your project connected to your dissertation/thesis? (asked to all applicants)
7. How does your trip relate to your dissertation/thesis? (dependent on response to question 31)
8. Is this trip a compulsory part of your course (asked to all applicants)
9. Please provide more information (dependent on response to question 33)

## **Risk assessment**

You are not required to have completed a risk assessment or ethics assessment in advance of applying for these travel funds. However, if awarded, funds are depending on securing risk assessment and ethics permission from the University.

1. Have you completed a risk assessment form? (asked to all applicants)
2. Have you carried out an ethical review? (if no, please contact your department for instructions on how to submit this) (asked to all applicants)
3. Have you checked with the Foreign & Commonwealth Office regarding potential dangers? (asked to all applicants)
4. Have you checked with your department regarding the risks associated with your proposal? (asked to all applicants)
5. Does your proposal involve work with children? (asked to all applicants)

## **Expenditure**

How much do you want to apply for? (£)

In the justification box, please give a brief explanation of the cost you are applying for support with (eg train travel between London and Paris)

1. Travel (asked to all applicants)
2. Please justify this cost in the text box below (asked to all applicants)
3. Subsistence (asked to all applicants)
4. Please justify this cost in the text box below (asked to all applicants)
5. Equipment (asked to all applicants)
6. Please justify this cost in the text box below (asked to all applicants)
7. Other (asked to all applicants)
8. Please justify this cost in the text box below (asked to all applicants)
9. Total (asked to all applicants)

## **Declaration**

1. I declare that I have fully disclosed details of my financial situation and that the information I have given on this form is true, correct and complete, to the best of my knowledge. If it is not I understand that I may not receive funding/financial support, any funding received may be withdrawn and I may be referred to the Student Disciplinary Procedure or other relevant authority.

I understand that information on this form may be shared with others in the University where necessary, for the purposes of verifying my eligibility for the funding claim I am making. (asked to all applicants)