**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**POSTGRADUATE RESEARCH SUPPORT ALLOWANCE FORM**

**We are unable to process retrospective requests. University Financial Regulations prohibit any commitment being made prior to approval from the respective Supervisor and Director of Postgraduate Research.**

**Risk Assessment (RA) Overseas/ UK Activity:** If you are applying for travel and accommodation overseas or any UK activity then you will be required, in the first instance, to complete a Risk Assessment before applying for the research support allowance. Please see Faculty of Humanities Postgraduate Research Handbook for further information.

When completing the Postgraduate Research Support Allowance Form candidates must ensure that they are clearly highlighting the benefits and impact of the proposed research related activity. Please be advised that the initial quotes are subject to increases from the provider which is out of our control.  In these cases, the over expenditure can be carried forward to next year if this exceeds the current year’s allowance.

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| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| Name: | | | Student Number: | |
| Department/Section: | | | Date: | |
| **Nature of the request and justification** | | | | |
| Travel, Subsistence,  Conference and Research Visits | Activity (inc. dates) | | | |
| Travel (inc. dates) | | | |
| Accommodation (inc. dates) | | | |
| Subsistence (inc. detailed breakdown) | | | |
| Has a Risk Assessment been carried out? Please attach approval documentation |  | | | |
| **TOTAL AMOUNT REQUESTED** | **£** | | | |
| **Justification and**  **Benefit to School** |  | | | |
| **Signatures** | | | | |
| Student Signature: | | | | |
| Supervisor Name: | | Supervisor Signature (**do not print name, if you can’t supply an electronic signature- an email of approval is acceptable**): | | Date: |
| **Please return the completed form signed by your supervisor to the PGR Team** [**pgr-cultureandcom@swansea.ac.uk**](mailto:pgr-cultureandcom@swansea.ac.uk) **/** [**pgr-socialsciences@swansea.ac.uk**](mailto:pgr-socialsciences@swansea.ac.uk)[**/pgr-law@swansea.ac.uk**](mailto:/pgr-law@swansea.ac.uk) **/ pgr-management@swansea.ac.uk for further approval by the Director of the Graduate Research Centre. The PGR Team will advise you within 10 days of the outcome.** | | | | |
| **Faculty Authorisation** | | | | |
| **PGR Director**: Supported  Not Supported  Name: Signed: Date: | | | | |