Department of Engineering

Request for funding from Research Training Support Grant – Incidental Costs

*This form is not appropriate for use by graduate students funded from CDT Grants*

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| --- | --- | --- | --- | --- | --- |
| Student name: | |  | | | |
| CRSid: | |  | Name of studentship: |  | |
| Give details of incidental costs requested below: | | | | | |
| Item | | | | | Cost |
| Quotation number (attach copy if over £750). Please add VAT if appropriate | | | | |  |
| Notes |  | | | | |
| **(Note that all goods remain the property of the Engineering Department)** | | | | | |
| Please explain why this is (a) essential or (b) highly desirable for the student’s project. | | | | | |
| Supervisor’s signature  Date: | | | | | |
| I confirm that funding for this cannot be provided from other funds available within the Division  Signed:  Head of Division | | | | | |
| Approved by deputy Head of Department  Signed:  Date: | | | | | |
|  | | | | | |

Please return completed form to Room 24, Graduate Studies Office OR scan and email to [graduate-studies@eng.cam.ac.uk](mailto:graduate-studies@eng.cam.ac.uk)

**Guidance notes**

**Eligibility**

This form is for use by EPSRC DTP, ESRC DTP, Qualcomm or WD Armstrong funded students. These studentships come with an annual Research Support Training Grant (RTSG). The Graduate Studies Office can advise you of the annual value of your RTSG.

The RTSG is allocated on an annual basis. It is not possible to bring forward allocations from future years, and from October 2018, it is not possible to carry over unspent funds from previous years, other than in exceptional cases.

**Conferences and courses**

This form **should not be used** for claiming for attendance at conferences or training courses. Instead, an “Application for Conference Grant” form should be completed, **in advance** of the event. See: <http://www.eng.cam.ac.uk/graduates/current-graduate-students/forms>.

**What can be claimed**

You **can** claim for consumables and equipment to support your research, where funding for this is not available from your research group or Division. **All goods will remain the property of the Department of Engineering.** Claims for expensive equipment which are not specifically needed for the project or which are made in the later stages of the studentship are unlikely to be authorised.

All applications require the support of your supervisor, and approval by your Head of Division and the Deputy Head of Department (Graduates).

**When you can claim**

You can only claim for costs that are incurred during the time your studentship is being paid, eg if you are on a three year studentship, you can only claim during those three years.

**Dual/multiple funding sources**

If you are funded by multiple sources (eg fees from EPSRC and maintenance from Qualcomm) you can only receive an RTSG from one source. This will be whichever funding offers the higher RTSG. If they are equal, GSO staff will select the source of the RTSG.

**Process**

* You should apply for funds **before** making any purchases. From October 2018, it is no longer possible to claim retrospectively.
* Complete the application form overleaf, and ask your supervisor and Head of Division to authorise it, then return it to the Graduate Studies Office (GSO).
* The GSO will check that you have sufficient funds for the purchase, and pass it to the Deputy Head of Department (Graduates) for final authorisation.
* The GSO will then let you know which grant number you should use, and you can make a requisition using the online EDRS system: <https://edrs.eng.cam.ac.uk/>.
* The requisition request will only be approved once this form has been fully authorised.