**Approval to Use Proficio Funds to Attend a Conference**

PGR students can apply to use their Proficio funding for attending a conference where attendance and or participation would meet a training need. Students should discuss any training needs and any conferences they have identified with their supervisor as the supervisor will need to co-sign the application.

You should consult the guidance available on the Proficio webpages on External Course and Conference requests before you submit your application.

**PART 1 – STUDENT REQUEST**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Registration Number |  |
| Department/School |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Date of Conference |  |
| Title of Conference |  |
| Name of the organisation running the Conference |  |
| Location of Conference |  |
| Duration of Conference/ (either in days or hours) |  |
| Cost of Conference |  |

**EVENT SUITABILITY**

|  |  |
| --- | --- |
| Brief description of the conference (topics covered, keynote speaker(s)) |  |
| Weblink to conference (**Mandatory requirement**) |  |
| How is this conference beneficial to the successful completion of your research degree? |  |

**TRANSPORT DETAILS**

|  |  |
| --- | --- |
| Will transport costs be incurred to enable you to attend the conference? | Yes  No |
| If “Yes”: |  |
| Mode of transport |  |
| Length of journey |  |
| Estimated total cost of journey(s) |  |

**ACCOMODATION DETAILS**

|  |  |
| --- | --- |
| Will accommodation costs be incurred to enable you to attend the conference? | Yes  No |
| If “Yes”: |  |
| Type of accommodation |  |
| Length of stay |  |
| Estimated total cost of accommodation |  |

**COST OF CLAIM**

|  |  |
| --- | --- |
| Total cost of claim (including cost of course, transport and accommodation) |  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please provide any other information that you deem appropriate, for consideration as part of the approval process. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature |  | Date |  |

**PART 2 – SUPERVISOR APPROVAL**

**APPROVAL OUTCOME**

|  |  |
| --- | --- |
| Do you confirm that this conference will be beneficial to the successful completion of the student’s research degree and is a good use of their Proficio funds? | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Name |  | | |
| Supervisor Signature |  | Date |  |

Please submit this form to [Proficio@essex.ac.uk](mailto:Proficio@essex.ac.uk)

Your request will be considered by the Deputy Dean (Postgraduate Research Training), or nominee, and you will be notified of the outcome, usually within 7 days.