**PGR COHORT BUILDING COMPETITION APPLICATION FORM**

Please complete all sections of the form below and email it to [Proficio@essex.ac.uk](mailto:Proficio@essex.ac.uk).

Your application will be reviewed by the Postgraduate Research Education (PGRE) Team. If the application is supported, we will liaise with the appropriate Head of Department (or their deputy) or your supervisor prior to final approval. You will be contacted with the outcome of your proposal.

Applications must include a description of the proposed activity/activities or event/events. This should include, but not be limited to, an outline of the activities, duration, timings, and an explicit explanation of how it contributes to building cohort(s) and supports the academic aspect of a students’ life.

Please note that information supplied on this application will be used in the course approval process.

Costs will normally be incurred by the organiser and reimbursed by the PGRE Team, following submission of relevant receipts. The funds will have to be used before the 1 July 2025.

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| Section 1: Applicant to complete |

**Name of applicant(s):**

**Department:**

**Email address:**

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| Section 2: Information about the activity |

**Title of activity:**

**Target audience:**

**When will the activity take place?**

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| **Brief description of the activity, including duration (max. 250 words):** |
| **What are the goals of your proposed event/activity?** |
| **Why should this activity be funded by the PGRE team?** |
| **Please provide a cost breakdown including the target number of participants:** |

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| **Section 3: Terms and Conditions** |

By submitting this application, you confirm the following:

* I am a member of the University of Essex (student/staff/alumni)
* I will not charge attendees of my organised activity any costs that will be funded by this competition
* It is my responsibility to ensure the success of my activity
* I will promote and publicise my project to the best of my ability
* The proposed event / activity is not currently provided at the University of Essex

*Please email the completed form to* [Proficio@essex.ac.uk](mailto:Proficio@essex.ac.uk).