



PGR Student Interdisciplinary Conference Funding Application Form

Completed applications must be submitted to proficio@essex.ac.uk by 5pm on 21 January 2020.

Conference title

Conference Organisers

Names

Departments/centres

Registration numbers

Email addresses

Conference details

Proposal and rationale:

Up to 500 words (to include information about the research rationale, aims and objectives, foregrounding the interdisciplinary nature of the conference; any proposed key note speaker and/or external speakers; adherence with the [University External Speaker Code of Practice](#), where applicable).

Terms and Conditions of the PGR Student Interdisciplinary Conference

- The maximum budget that can be requested is £5000;
- Your proposal must involve PG researchers from at least 3 academic departments/schools/centres, from within at least 2 Faculties;
- The conference must take place and all approved budget spent and claimed back for reimbursement by 31 July 2020. Any claims after this date are unlikely to be paid as this fund is available only for the current University Financial Year;
- Your proposal must have the support of at least one supervisor or Graduate Director.

Amount requested and budget outline:

£5000 is the maximum award. Each item and expenditure listed in the budget outline must be annotated with a short justification of that spend. Include financial consideration of access/disability requirements and adjustments. The conference must take place and all approved budget spent by 31 July 2020. (If appropriate, include details of any matching funds offered by your department or other funds within or beyond the University).

Timeline:

Include target dates for key organisational milestones, the proposed date of the conference, as well as when feedback will be gathered, and final evaluation submitted.

Expected outputs (working papers/presentations/datasets/other) and impact of the conference:

At the end of the conference, a short report must be submitted detailing outcomes and impact of the conference, as well as your reflection on the experience and skills gained from organising the conference.

Statement of support from at least one of the following:

PhD supervisor(s)

Graduate Director(s)

other (please specify _____)

Please comment on the quality of the proposal, and, if applicable, confirm any departmental or other co-funding.