

## IALS Research Student Conference Fund

*Please read these regulations carefully before completing the application form.*

### 1. Purpose of the Fund

The principal aim of the Research Student Conference Fund is:

- To facilitate research at the national and international levels by making available the opportunity to present IALS graduate research work in national and international conferences;
- To promote innovation in legal science through the introduction of new research agendas to the national community through the presentation of IALS generated graduate research work;
- To facilitate the development of the IALS research ethos via opportunities for conference attendance for IALS graduate research students; and
- To serve IALS graduate research students in their development by presenting papers at conferences.

### 2. Eligibility

In order to apply to this Fund you must be:

- A graduate research student, namely a student registered for MPhil or PhD study at IALS
- With a paper accepted for presentation at a national or international conference which is endorsed by your supervisor as crucial for your research study.
- Application is via the completion of the form below and submission to IALS Fellowships and Administrative Officer Eliza Boudier ([eliza.boudier@sas.ac.uk](mailto:eliza.boudier@sas.ac.uk)).
- Applications are accepted only if they have been endorsed by the student's supervisor.

### 3. General Regulations

- i. No more than two Student Conference Fund awards will be made available to each applicant during their programme of study.
- ii. Funding for overseas students wishing to travel to their country of origin will only be made where the student is able to establish strong evidence of the academic merit of the trip.
- iii. Applications should normally be received at least one month before the date of the conference.
- iv. Applications submitted retrospectively will not be accepted.
- v. Requests will be considerably strengthened by evidence of application to other funding sources.
- vi. Please note that funding is not guaranteed. Each application is considered on its merits; however the Fund is limited and there may be occasions when it is not possible to make an award.

### 4. Awards Available

Due to limited funds, the maximum amount of funding that can be applied for in an academic year is £500.

## 5. How to Apply

- Applicants must complete the funding application form below.
- Applications must be countersigned by the supervisor. Applications must be accompanied by the following documents:
  - A full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate: estimates must be based on the most cost effective accommodation and fares; and advantage must be taken of 'Early Bird' less expensive registration rates, wherever possible.
  - An abstract of the paper to be presented in the conference; Documentation evidencing acceptance of the paper for presentation Any other supporting documentation.
  - If you previously received an award from the Research Student Conference Fund, a brief note on how that support benefited your research and/or development.

## 6. Claiming an Award

- If you are awarded funds, you will receive a confirmation letter. Please remember to keep all receipts from your trip, as you will need to send them to Eliza Boudier.
- On your return please claim your award as follows:
  - Complete the expenses form (below) with actual costs incurred. The items for which you claim should generally be the same as those listed on your original application.
  - Do not claim for items you have not listed on your application form unless special circumstances have arisen.
  - Receipts for ALL expenses receipts should be provided. Please staple together the receipts in the order you have listed them.
  - Payment will be made via BACS transfer. Please allow approximately one month for payment to be processed.
  - Forward the form and receipts directly to the IALS Fellowships and Administrative Officer Eliza Boudier ([eliza.boudier@sas.ac.uk](mailto:eliza.boudier@sas.ac.uk)) in Room 510 on 5<sup>th</sup> floor.
  - If your actual costs are lower than your estimated costs, your award will be reduced accordingly.

If you have any queries about the IALS Research Student Conference Funds, please contact:

Alex Bussey  
IALS Institute Manager  
[alex.bussey@sas.ac.uk](mailto:alex.bussey@sas.ac.uk)

## IALS Research Student Conference Fund Application Form

**Personal Details:**

Name:
Telephone number:
Email:

**MPhil/ PhD Details:**

Name of Supervisor:
Research Title:
Year of Study:
Previous Conference Fund support:

**Conference Details:**

Name and Location of Conference:
Date(s) of Conference:
Are you presenting a paper: YES/NO
Title of paper (if yes):
Relevance of conference to your research:

**Details of costs being applied for (Maximum amount £500 at discretion of IALS Management Committee):**

Conference fee:	
Travelling (please provide details) :	
Accommodation:	
Any other expenses	
Total amount being applied for:	£

**Signature of Applicant..... Date.....**

**Supervisor to Complete**

Supervisor's Comments:
------------------------

Signature of Supervisor..... Date.....

---

**Management Committee to Complete:**

Management Committee's Comments:	
<b>Total amount approved</b>	<b>£</b>

On behalf of Management Committee..... Date.....

# IALS Research Student Conference Fund

## Expenses Form

### Personal Details:

Name:
Address:
Email:

### Details of costs being applied for (Maximum amount £500)

Please list expenses and attach receipts	
<b>Total:</b>	

### Payment Details:

Name:	
Bank:	
Address of Bank:	
Account Number:	
Sorting Code:	

Signature of Applicant.....

Date.....