**INSTITUTE FUNDING REQUEST**

This form should only be used after you have checked with your supervisor/line manager that there are no alternative funds available to cover your anticipated costs. Institute funding is reserved for those who do not have access to other funding sources. If your supervisor/line manager can cover your costs then this form is not required. Instead, you should make arrangements directly with the Institute Admin Office.

Once you have completed all sections of the form, you should send to the IPAB Director of Institute for approval. Once approved this form can be sent to institutes-admin@inf.ed.ac.uk

# Applicant details

|  |  |
| --- | --- |
| **Name**  |   |
| **Student/staff number**  |   |
| **Contact email**  |   |

**Funding request type (conference registration/travel/publication costs/other)**

|  |
| --- |
|  |

# Conference details (if applicable)

|  |  |
| --- | --- |
| **Conference Title**  |   |
| **Date**  |   |
| **URL**  |   |
| **Location**  |   |

# Paper details (if applicable)

|  |  |
| --- | --- |
| **Title**  |   |
| **Co-authors**  |   |
| **Abstract**  |     |

# Publication route

**Please complete this section to provide a clear indication of the publication route of your paper: Is this now guaranteed to appear in published proceedings, is this is a full paper/poster, how many pages and who will be publishing it?**

# Funding sources considered

**Please complete this section to provide details of other funding sources already considered: You should state clearly whether any travel funding is available through the conference, and whether you have applied for this. You should also state clearly whether your supervisor/line manager has access to any funds which could support this travel:**

# Proposed costs

|  |
| --- |
| **Please complete this section to provide a detailed breakdown of proposed costs:**  * Fees (include details of ‘early bird’ and special rates available)
* Travel (please note that all travel should be booked through the University’s travel agent, Diversity Travel. Your Institute Admin Team can help with this process)
* Accommodation (include details of special rates offered to delegates)
* Any other expenses

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**Please list the dates and amounts of any previous funding you have received from the Institute.**

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