



Office Use Only

Total Award £	<input type="text"/>
Date	<input type="text" value="DD/MM/YYYY"/>
Receipts received – date	<input type="text" value="DD/MM/YYYY"/>

# Financial Support Office

## LSE Data Collection Fund Application

Please read the following notes before completing this form. Once completed, the form and any supporting documents should be emailed to: [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk)

### Eligibility

The Data Collection Fund is open to those that meet the following criteria:

- holds one of the following studentships:
  - LSE PhD Studentship
  - LSE PhD Studentship on 'Analysing and Challenging Inequalities'
  - LSE PhD Studentship in Data Science
- within the PhD period of your funding
- studying full-time
- data collection was included in the original research proposal (if not, then your supervisor will need to make a strong case for undertaking the data collection)
- approval for the travel has been given by the **PhD Academy** and the **LSE Health and Safety team** (if travelling overseas)

### Application costs

You can apply to the Data Collection Fund to contribute to costs for:

- overseas travel expenses for the purpose of data collection
- UK based field and archival work
- acquisition of data sets for experimental and laboratory based research
- remuneration for participants
- research assistance eg, translating language/data
- additional subsistence costs not covered by the LSE studentship stipend

For permission to undertake data collection or fieldwork, please check the information on the PhD Academy webpages: [info.lse.ac.uk/current-students/phd-academy/phd-journey](http://info.lse.ac.uk/current-students/phd-academy/phd-journey) and LSE Health and Safety: [info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel-Homepage](http://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel-Homepage)

**A | PERSONAL DETAILS**

Surname	<input type="text"/>
Forename	<input type="text"/>
LSE ID No.	<input type="text"/>
Department	<input type="text"/>

**B | SUPPORTING CASE (TO BE COMPLETED BY THE SUPERVISOR)**

Please confirm the details of the data collection/fieldwork planned and explain how it is essential to the student's research training. Please include details of itinerary and date(s). This can be emailed to: [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk)

Signature of Supervisor:	<input type="text"/>		
Name (block letters)	<input type="text"/>	Date	<input type="text" value="DD/MM/YYYY"/>

**C | DETAILS OF COSTS AND JUSTIFICATIONS (TO BE COMPLETED BY THE APPLICANT)**

Information on flights, train fares and accommodation should be provided, in addition to any other expenses not covered by your stipend. The costs of the visit should be reasonable and dependent on the country. Applicants may wish to liaise with the Financial Support Office to complete this section. You should look at numbeo.com or another cost of living website to gain an idea of the current costs in the country concerned.

Dates of fieldwork	<input type="text"/>	Location	<input type="text"/>
No. of weeks	<input type="text"/>	Cost of flight	<input type="text"/>
Train fares	<input type="text"/>	Visa/permit costs	<input type="text"/>

Additional costs

Signature of Student	<input type="text"/>	Date	<input type="text" value="DD/MM/YYYY"/>
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**D | OUTCOME (FOR OFFICE USE ONLY)**

Dates	Value of award	Explanation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved  Not approved

If support is not recommended please state reasons:

Name:	<input type="text"/>
Date:	<input type="text" value="DD/MM/YYYY"/>