

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

Application for LSE Data Collection Fund

Please read the following notes before you complete the form.

If you wish to conduct data collection as part of your research and you are in receipt of an LSE PhD Studentship you may apply for an award of up to £450 providing:

- The data collection falls within the PhD period of funding
- You are a full-time award holder
- You have your supervisor’s support to conduct the research during the specified period
- The data collection or fieldwork was mentioned in your original proposal
- If it is not mentioned in your original research proposal then your supervisor will need to make a strong case explaining why it is now required.

For permission to undertake data collection/fieldwork and for information about travel insurance please read info.lse.ac.uk/currentstudents/phd-academy/phd-journey. Academic considerations and any issues raised in the Risk Assessment confirming travel insurance will need to be resolved before an award can be made.

The completed form should be sent to the Financial Support Office at least 2 months before the proposed activity.

- 1 Your request will be carefully considered; please note that this is a contribution to your costs and you will may not get the full amount you have asked for, as the budget is limited. Please budget carefully and bear in mind what your stipend can cover.
- 2 Any award made towards your costs will be paid to you as a single instalment.

You will be required to provide receipts within 3 months of the date the award is given.

LSE will consider applications for the following:

- 1 Travel expenses overseas for the purposes of Data collection for your research
- 2 UK based field and archival work.
- 3 Acquisition of Data sets for experimental and laboratory based research.
- 4 Renumeration for participants
- 5 Research assistance, eg, help with translating language/data
- 6 Help with additional subsistence costs if they exceed that already covered by the stipend.

This completed form should be sent to: financial-support@lse.ac.uk

A | PERSONAL DETAILS

Student 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

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

C | DETAILING OF COSTS AND JUSTIFICATIONS (TO BE COMPLETED BY THE APPLICANT)**Details of trip**

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 FSO 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"/>	Country/ies visiting	<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 weekly costs

Signature of Student	<input type="text"/>	Date	<input type="text" value="DD/MM/YYYY"/>
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D | DETAILS OF APPROVAL (FOR FSO USE ONLY)

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

Approved Not approved further detail required

If support is not recommended please state reasons on a separate sheet.

Name: (block letters)	<input type="text"/>
Authorised by:	<input type="text"/>
Date:	<input type="text" value="DD/MM/YYYY"/>