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**Overseas Fieldwork Expenses (OFW)\***

**Application Form 2022/23**

***Please Note:*** *Only one successful application is permitted during your studentship, although this may be for multiple visits.*

1. **Applicant’s Details**

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| **Name:** |  |
| **Email:** |  |
| **Tel:** |  |

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| **Home Institution / University** |
| Click to select HEI |

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| **Pathway** |
| Click to select Pathway |

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| --- | --- | --- | --- | --- | --- |
| **Current year of study (if part-time, please advise your full-time equivalent year below):** | | | | | |
| **Year of PhD:** |  | **PhD Funding Start Date:** |  | **PhD Funding End Date:** |  |

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| --- |
| **Studentship award:** |
| 1+3  +3  3.25  3.5  +2  2.5  2+3 |

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| **Primary Supervisor name (including title) and email:** |
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1. **Overseas Fieldwork Location(s) and Travel Dates**

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| **Where do you intend your OFW to take place? Please list all applicable countries and cities.** |
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| **Dates you will be undertaking your OFW:** | | | |
| **From:** |  | **To:** |  |

1. **Case for fieldwork** (to be completed by applicant)

**Was this fieldwork proposed in your original studentship application to the ESRC?**

Yes  (please proceed to the next question)

No  (please complete the question below)

***Please Note:*** *Students who clearly indicated their intention to undertake OFW in their SGSSS-DTP Studentship application will be prioritised for funding and only students undertaking overseas research which is integral to their PhD may apply for OFW funding.*

**If you did not indicate your intention to undertake OFW in your SGSSS-DTP studentship application, please advise how OFW will be beneﬁcial to the completion of your PhD. Please include:**

* What is the scientific rationale for overseas fieldwork?
* How will this fieldwork enhance the outcome of your research?

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| **300 words maximum** |
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**Please provide a statement detailing the purpose of your Overseas Fieldwork.**

**Please include:**

* A detailed description of your research plan, detailing your methodology. Please provide an estimate of how long each ‘activity’ will take to complete and how you plan to achieve each activity within the timeframe.
* Please advise how OFW will contribute to the training needs outlined in your Training Needs Analysis.
* Please detail your plan to continue supervision while you are in the field.

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| **500 words maximum** |
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1. **COVID-19 Related Extension**

Have you received a COVID-19 related extension for the purpose of “fieldwork or data collection challenges” during either Phase 1, 2 or 3 of the extension application rounds?

Yes  (please complete the questions below)

No  (please proceed to the next section)

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| **How long is the COVID-19 related extension you have received? Please provide your answer in months.** |
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Taking into consideration that all COVID-19 related extensions granted for “fieldwork or data collection challenges” required students to develop mitigation plans (Plan B) and completion plans, please provide a statement below reflecting on the success of your mitigation plan, how the proposed fieldwork fits into this plan and a clear completion plan within your funded PhD period.

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| **500 words maximum** |
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1. **Estimate of Costs** (please provide full details)
2. Please refer to the [SGSSS Funding and Payment Guidance](https://social.sgsss.ac.uk/files/documents/sgsss-current-funding-arrangements.pdf) for advice on how to complete the estimate of your costs before completing this section. Applicants should liaise with their HEI Admin Lead to complete this section.
3. Applicants should clearly break down the proposed costs of their OFW (please use GBP).
4. Particular attention should be paid to the following categories:

• Flights

• Accommodation

• Subsistence

***Please Note:*** *The ESRC provides funding for a notional cost of £450 per student per year; however, it is unlikely that all students will undertake overseas fieldwork. The actual allocation of funds towards fieldwork is at the SGSSS-DTP’s discretion, based on the funding available.*

**Full details of travel costs**

Standard/economy class of travel only.

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| **Dates (DD/MM/YY)** | **Mode of Travel** | **Point of Departure** | **Destination** | | **Cost** | |
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| **Total cost:** | |  |

**Full details of accommodation costs**

If you are abroad for 6 months or longer the expectation is that you would relinquish your UK accommodation, using your stipend to cover the cost of your accommodation abroad[[1]](#footnote-2). Where applicable we will only contribute towards the difference in accommodation costs where this is higher than in the UK. Please refer to [Numbeo](https://www.numbeo.com/cost-of-living/) to identify the percentage diﬀerence between the UK and your intended destination.

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| **Check in date** | **Check out date** | **Number of nights** | **Cost per night** | | **Total cost** |
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| **Total cost:** |  |

**Visa(s)**

Please complete if applicable.

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| **Dates (DD/MM/YY)** | **Visa description** | | **Visa fee** |
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| **Total cost:** |  |

**Subsistence**

SGSSS will only contribute towards the difference in subsistence costs where this is higher than in the UK. Please refer to [Numbeo](https://www.numbeo.com/cost-of-living/) to identify the percentage diﬀerence between the UK and your intended destination. Please only include subsistence costs below if applicable.

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| **Dates (DD/MM/YY)** | **Subsistence type** | **Local cost (%)** | **UK cost (£)** |
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| **Total cost:** |  |

**Other Expenses**

Please detail any expenses relevant to your research plan not detailed in any of the categories above, including any special needs support.

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| **Dates (DD/MM/YY)** | **Expense type** | | **Cost** |
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| **Total cost:** |  |

**Summary of Estimated Costs**

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| --- | --- |
| **Travel** |  |
| **Accommodation** |  |
| **Visa(s)** |  |
| **Subsistence** |  |
| **Other Expenses** |  |
| **Total Cost** |  |

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| **If you have applied for, or been awarded, any external supplementary funding towards the cost of your OFW, please provide details below (name of organisation/value of funds/if awarded etc.)** |
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1. **Risk Assessment**

**FCDO Travel Advice Check**

At the time of completing this application form, I confirm the [Foreign Commonwealth Development Office (FCDO)](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office) is permitting travel to the country and/or countries detailed in my application. I understand if this changes before my departure I will no longer be permitted to travel and ESRC funds cannot be used.

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| **I have checked the FCDO website as per the above and I am permitted to travel.** | Yes  No |

**Institutional Travel Risk Assessment Form and/or Permission**

All students must enclose permission to travel form their institution in the form of a written letter, Risk Assessment Form or similar. **Please enclose a copy of your institutional approval to travel when submitting your application.**

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| **I have received confirmation from my home institution that I am permitted to travel.** | Yes  No |

**Travel Insurance**

You must have travel insurance in place before you travel abroad for OFW. Travel insurance should be covered by your home institution’s insurance policy, however if this is not possible for whatever reason, you may take out your own travel insurance policy. Please note that if your OFW is cancelled or curtailed, we may not cover lost funds if a suitable insurance policy was not taken. **Please enclose a copy of your travel insurance documentation when submitting your application.**

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| **I have checked and my home institution will provide travel insurance for the purpose of my OFW trip.** | Yes  No |
| **If the above answer was ‘No’, have you taken out your own travel insurance which has been deemed suitable by your home institution?** | Yes  No |

1. **Student Declaration**

By signing below, you are confirming all information included within this application is true and correct to the best of your knowledge. In addition, should your OFW be cancelled or curtailed, you agree to return any unspent funds received.

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| **Student Signature:**  *(typed is acceptable)* |  |
| **Student Name:** |  |
| **Date:** |  |

1. **Supervisor Supporting Statement** (to be completed by First Supervisor)

The student’s Supervisor should confirm their support of this application and clearly indicate why it is essential to the student’s research, outlining how this proposal fits with the training needs identified in the Training Needs Analysis. Please also detail how supervision will continue while the student is in the field.

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| **500 words maximum** |
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As supervisor, I can confirm I have checked the ‘estimate of costs’ detailed within this application and consider them to be reasonable and accurate (please check box)

**Please sign below to endorse this application:**

|  |  |
| --- | --- |
| **Supervisor Signature:**  *(typed is acceptable)* |  |
| **Supervisor Name:**  *(please include title)* |  |
| **Supervisor Email Address:** |  |
| **Date:** |  |

**\****The SGSSS reserves the right to update the terms of the OFW funding agreement, in line with the ESRC terms and conditions, at any time.*

1. Please follow your institutional accommodation/travel booking policy. [↑](#footnote-ref-2)