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**Overseas Institutional Visit (OIV)\***

**Application Form 2023/24**

***Please Note:*** *Only one successful claim is permitted for the duration of an ESRC funded studentship. Applications must be received by SGSSS at least three months prior to the intended start date of the visit.*

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:**  |
|  **Year of PhD:** |  | **PhD Award Start Date:** |  | **PhD Award 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 and email:** |
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1. **Overseas Visit Location and Travel Dates**

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| **Where do you intend your OIV to take place? Please provide name of the host institution, the name of the primary academic contact and their email address, as well as the location of the institution (country and city):** |
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| **Dates you will be undertaking the OIV (up to 4 weeks):** |
| **From:** |  | **To:** |  |
| **Length of ESRC Studentship funded extension requested (maximum of 4 weeks):** |
| **Weeks:** |  | **Days:** |  |

1. **Case for Overseas Institutional Visit** (to be completed by applicant)

**Please provide a statement detailing the purpose and of your OIV. Please include:**

1. A description of your visit objectives and a detailed work plan outlining how these will be achieved. This should include how this visit will build on your current and future research. If the OIV is to be undertaken for research training purposes, the applicant must demonstrate why the training is integral to their research and why this training cannot be undertaken within the UK.
2. Please evidence the potential benefits of the proposed visit to your current/future career using your Training Needs Analysis and the [VITAE framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) as a guide.
3. For any visits longer than the recommended 4 weeks, a detailed plan for how your supervision will continue during your extended visit.

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| **1,000 words maximum** |
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1. **Estimate of Costs** (please provide full details)
2. Please refer to the [SGSSS Student Handbook](https://www.sgsss.ac.uk/student-handbook/) 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 OIV (please use GBP).
4. Particular attention should be paid to the following categories:

 • Flights

 • Accommodation

 • Subsistence

***Please Note:*** *The SGSSS will only fund an OIV, and the subsequent funded extension, for a maximum of 4 weeks. The maximum OIV award that can be awarded in 2023/24 for the cost of your trip is £3,000.*

**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**

The most economical accommodation must be sought, i.e. on-campus accommodation (at the host institution) or AirBnB style accommodation. Self-contained flats will only be supported in exceptional circumstances. Please check your institution’s travel policy regarding AirBnB prior to getting quotes.

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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.com](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 OIV, 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. This should include any additional documentation required related to COVID 19.

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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 OIV. 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 OIV 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 OIV 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 OIV be cancelled or curtailed, you agree to return any unspent funds received.

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| **Student Signature:***(a scanned image is acceptable)* |  |
| **Student Name:** |  |
| **Date:** |  |

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

**Please provide a statement detailing support for the student’s OIV. Please include:**

1. The quality of the student’s research to date and how the proposed visit will enhance the PhD experience.
2. If the OIV is to be undertaken for research training purposes, please explain why the training is integral to their research and why this training cannot be undertaken within the UK.
3. Confirmation of the student’s work plan (above).
4. Confirmation of the student’s registration status at the host institution during the visit period.
5. If the visit exceeds 4 weeks (not recommended), please provide details of the supervision arrangements.

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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. I will also ensure that the student’s home institution is informed of an agreed OIV funding extension and that approval is sought for an equivalent extension to the PhD registration period (please check box) [ ]

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

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| **Supervisor Signature:***(A scanned image is acceptable)* |  |
| **Supervisor Name:***(please include title)* |  |
| **Supervisor Email Address:** |  |
| **Date:** |  |

1. **Host Statement** (to be completed by the primary academic contact at host institution/organisation – an email confirming the below is acceptable)

**Please confirm the intended programme of work including details on the following:**

1. Names and roles of key contacts.
2. Office space, access to library facilities and internet access for the visiting student.
3. What pastoral support will be provided if required?
4. What doctoral or academic support will be provided if required?
5. Confirmation of the student’s registration status at the host institution during the visit period.

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| **500 words maximum** |
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**Please sign below to endorse this application:**

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| --- | --- |
| **Host Signature:***(A scanned image is acceptable)* |  |
| **Host Name:***(please include title)* |  |
| **Host Email Address:** |  |
| **Date:** |  |

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