

Appendix A - Fieldwork Funding: Guidance for research students ¹

If your proposed project will entail a substantial piece of essential primary research carried out away from Cambridge, you will need to discuss with your supervisor how to meet the costs. The University Fieldwork Fund can make a contribution to essential additional costs incurred over and above those you would normally incur while in residence, but you will need to apply to **all sources of funding available to you** – these might include, for example, your College, your studentship sponsor, an external research grant etc.

All applications will be needs-based and you will be expected to show that you have applied to a range of sources to support your fieldwork. There is no automatic entitlement to a particular level of support; the University receives many such requests each year and has to balance carefully the funding available.

Before applying for fieldwork funding, you must ensure that you have done the following:

(i) consulted with your supervisor

(ii) applied for leave to work away

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/programme/workaway.html>

(iii) arranged insurance <http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>

Your Graduate Office will be able to assist you with these points.

Process

You should ensure that you apply **at least one month before you plan to leave for your fieldwork site**. Your Degree Committee may impose an earlier deadline.

You will need to complete an application form, provided by your Degree Committee, with details of the costs you expect to incur, **over and above those you would normally incur when in residence**. If you are required to pay rent to retain your College accommodation, please make this clear on your application.

You should ensure that quotes for travel etc are economical and you should not include costs for personal items, food etc that you might ordinarily purchase in the UK. The fieldwork fund may meet the costs of rental equipment but is unlikely to fund equipment purchase.

It may be possible to apply for a series of trips, rather than one single trip, provided that this can be justified as essential to your project with the support of your supervisor.

Please complete the form, **and** a UPS3 claim form from the Human Resources Division (headed 'maintenance payments') and attach a statement of support from your supervisor, along with any other supporting documentation required by your Degree Committee. This should be submitted to your Degree Committee as early as possible, and certainly no later than one month before you plan to leave for your fieldwork site.

Completing your fieldwork

While on fieldwork, you should remain in contact with your supervisor and follow any guidance provided on your safety and wellbeing.

On return, you will be asked to provide a brief report of your project, and to provide receipts for all expenditure undertaken. If working in particularly remote areas, you may need to keep a daily receipt book; your supervisor will be able to advise.

You will be asked to pay back any funds that you did not use, or that cannot be supported by receipts.

¹ Please note that Masters students are not eligible to apply for fieldwork support