**GUIDELINES FOR APPLICANTS**

1. Closing date: Application forms should be submitted to your Faculty Office ([fems@tcd.ie](mailto:fems@tcd.ie)) and copied to Head of School, by **5pm, Monday 28 November 2016**.
2. Applications should not exceed 1.5 pages.
3. We will accept the fact that an application is submitted from the applicant’s tcd.ie email address and cc’d to the Head of School in lieu of actual signatures.
4. Individual grants, which are unlikely to exceed €1000, are intended to assist in financing the cost of research visits to College, in the 2017 calendar year, by academics from other institutions.
5. Only one application may be submitted by an individual in any given year. Applicants must be permanent members of academic staff or have a contract until at least 31 December 2017.
6. The grant must be spent in the calendar year 2017. If not, grants will be re-absorbed into the Fund for re-distribution the following year.
7. Submissions are considered by the Faculty Deans and applicants will be contacted as soon as possible thereafter.

**If awarded funding:**

1. Applicants should confirm acceptance of the grant by return email, including an approximate date of the visit.
2. Where the award is to fund a lecture, it must be advertised as widely as possible within College.
3. Individual grants awarded for the Calendar year 2017, should be claimed by contacting Ms Olive Keegan in the Treasurer’s Office.
4. Within one month of completion of a grant-aided visit, a short report should be submitted to the relevant Faculty Office. Awards will not be granted to anyone who has an outstanding report due in for the previous year.

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| Name: | | |  | | | |
| School: | | |  | | | |
| Contract details (tick as appropriate): | | | | | | |
| Permanent |  | Contract | |  | If contract, please give end date of contract: |  |
| Total cost of visit: | | |  | | | |
| Total grant requested: | | |  | | | |
| If the full cost of the visit is not granted, please explain how you will fund the difference: | | | | | | |
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| Provide a brief description of visit (including name, institution and qualification of potential visitor, duration and purpose of visit etc.) | | | | | | |
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| How does this visit align with the objectives of the College Strategic Plan <https://www.tcd.ie/strategy/>? | | | | | | |
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