



**RESEARCH DEVELOPMENT FUND APPLICATION
For the year 1st August 2017 to 31st July 2018**

Name	
Project	
Amount	
Item to be funded	
Purpose	
Proposed Output	
Dates funds to be used (eg. Conference/travel dates)	
Is the expenditure connected to a research project and if so why it is not funded by that research project?	
Other sources of funding applied for	
Have you previously received funds from this scheme? If so, please confirm resulting output(s) have been deposited with the Department's Research Administrator	
Signature of Applicant	
Date	
Signature of Director of Research	
Date	

PLEASE READ INSTRUCTIONS ON THE REVERSE OF THIS FORM

Department of Land Economy Research Development Fund

This application form is to be used to request funds for the purposes of research development. The following are appropriate uses for this fund:

- Travel, accommodation and/or conference fee: presenting a research paper at a conference or workshop
- Travel: planning collaborative research and a grant application with other researchers
- Travel: visas, which are not included in academic visits otherwise fully paid by the host institution/country
- Travel: for research fieldwork when a clear output can be identified
- Research Assistance: short term research assistance to be organised through the University's Temporary Employment Service (TES)
- Survey costs
- Fees for reproductions for articles or books
- Computer software; this must be ordered through Mark Rogers and Paul Mullally
- Any capital expenditures, e.g. cameras, are normally bought for the Department and then borrowed by the researcher. Mark Rogers and Paul Mullally must be consulted.
- Any other uses should be fully explained, with output(s) fully described, on the application form

The Department requires a statement about the purpose and predicted output of the research. This should be sent with this form to the Department's Research Administrator, Katerina Tsormpatzoglou (kt456@cam.ac.uk) who will seek approval by the Director of Research, Professor Andreas Kontoleon.

Expenses should not be incurred until you have received confirmation of approval. Claims that do not follow this procedure will not be paid. Once approved please submit your claim to Sarah.

Travel costs should first of all be sought from the University travel fund and/or College funds. The Departmental funding can be used to supplement shortfalls.

Individual staff can apply for up to £2000 in the given financial year. If applicants apply for less than this sum, the remainder cannot be carried over to the following financial year.

Any funding requests made under these schemes must conform to the University's financial regulations: <http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations>

If you require further guidance regarding the financial regulations please contact the Department's Research Grants Administrator Katerina Tsormpatzoglou (kt456@cam.ac.uk) or the Accounts Clerk, Laura Cave (lew24@cam.ac.uk)