**Additional funding application for Enhanced Student Training Fund (ESTF)**

Completed forms should be submitted to the SCDTP Manager for approval ([scdtp@soton.ac.uk](mailto:scdtp@soton.ac.uk)) in Words format.

**Student Details**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter your Full Name |
| **Student ID** | Click or tap here to enter text. |
| **Host Institution** | Choose an item. |
| **Primary Supervisor** | Click or tap here to enter text. |

**Details of requested expenditure**

|  |  |
| --- | --- |
| **Item(s) / Expenditure Requested** | Click or tap here to enter text. |
| **Estimated cost / budget**  *(Please itemise all elements related to the purpose)* | Click or tap here to enter text. |
| **Co-Funding**  *(Do you have access to additional funding to contribute to these costs?)* | Click or tap here to enter text. |
| **Justification** | Click or tap here to enter text. |
| **Supervisor’s Supporting Statement** | Click or tap here to enter text. |

|  |  |  |
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| **Supervisor’s Print Name** |  | **Supervisor’s Signature** |

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| Click or tap here to enter text. |  |  |

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**Approval (This section to be completed by SCDTP Manager)**

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| **Decision** | [Serial Number] | | |
| **Approved Budget Value** |  | | |
| **Signature** |  | **Date** | Click or tap to enter a date |

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**Notes for students:**

This funding is available for both **UK-based and international training**, where the content is demonstrably beyond what is provided within the existing DTP framework or by the student’s host institution. Examples include:

* **Specialist technical courses in the UK**

Examples such as lab-based methodologies, advanced data analysis, or discipline-specific tools.

* **International training opportunities**

Where relevant expertise is located abroad and is not readily accessible through UK-based provision.

The application cannot be used for retrospective spending. No purchases should be made prior to receiving approval from the SCDTP. Items purchased without authorisation may not be reimbursed.

For **travel and accommodation** quotes, please contact designated traveling agent provider of the university to get quotes for budgeting purposes. For insurance purposes, please make sure to book your travel and accommodation via the travel agency or provide evidence why this cannot be done via the travel agency if they are not used. Please be aware that funding is typically available only if your travel originates from within registered organisation (RO) distance, in accordance with the ESRC studentship funding policies. If your travel does not start within this designated area, please provide a justification in your statement to explain the reason for consideration.

Requests in excess of £500 will be considered by the SCDTP Senior Management Group.

Completed requests should be submitted to SCDTP Manager by email to [scdtp@soton.ac.uk](mailto:scdtp@soton.ac.uk)

Once approved, a copy of this form should be attached to the institutional claim form when submitting your claim for reimbursement.