**Guidelines for Student Application for Research Grants from the Smuts Memorial Fund**

The Managers of the Smuts Memorial Fund consider applications for grants in support of study or research contributing to the advancement of Commonwealth studies in the University. All applications should be completed electronically using the forms available on the Smuts webpage.

1. If you are a PhD student, the Smuts Managers will not consider more than two applications for fieldwork during the course of your PhD.
2. In addition to the application form, students should submit a research proposal (if the grant is for fieldwork purposes) and a spreadsheet of the budget
3. Students are required to provide quotes (internet quotes are acceptable) for items such as flights, vaccinations or car hire. Applications made without quotes will not be considered.
4. Applications for grants to cover insurance costs, both personal and belongings, will not be considered. Please visit the following University website for information on how to apply for insurance. [www.admin.cam.ac.uk/offices/insurance/travel/](http://www.admin.cam.ac.uk/offices/insurance/travel/) At present, no charge is made for this cover, the costs being met by the University’s insurance budget.
5. Students holding Research Council Awards (such as AHRC and ESRC) are required to apply to the Research Council for the maximum amount available; any research grant award will be an underwriting of a Research Council award and the award will not be made until the result of the Research Council application has been made.
6. Students eligible to apply for the University Travel Fund should also apply to this fund.

Applications are considered termly at the Smuts Managers Meeting. The deadlines applications are the 1st October, 1st January, 1st March.

Even if a study or research is to be carried out in a Commonwealth country, a grant will not be awarded unless there is a clear case made that it advances the study of the Commonwealth. For instance, veterinary or medical study which is not specific to Commonwealth countries, even though it may be carried out in a Commonwealth country is not eligible.

When considering an application, the Managers will take into account the value for money of the estimated expenditure so as much information as possible about the costs should be included. If it is essential to use a more expensive option, please provide justification. The Managers may decide to award you a lesser sum, or not make an award, if the budget is considered excessive.

Grants may not be deferred from one year to the next, a fresh application should be made.

Applicants are no longer required to submit a risk assessment with their application form. This is because it is the applicant and the Departments responsibility to ensure that appropriate consideration has been given before a period of fieldwork begins. However before successful applicants can be awarded their grant, the Department must confirm to the Smuts Administrator that an internal risk assessment has taken place. A risk assessment template is available on the research grant webpage for this purpose.

You should ensure that you submit two references. If your referees are members of the University, they can email the administrator from their Cambridge account. If your referee is not a member of the University, a signed reference is required.

The completed form should be returned to the Smuts Administrator, International Student Team, Academic Division, 17 Mill Lane, Cambridge. Internationalstudents@admin.cam.ac.uk

**AVA equipment**

First ask your Department to ascertain if any equipment is available to loan prior to making a request to Smuts for equipment.

If you are applying for an AVA equipment grant, please complete the AVA Assessment form and ask your Supervisor to complete Part II. Applicants should contact Mr Maciej Pawlikowski (mmp28@cam.ac.uk/photolib.cam.ac.uk) for his approval of the type of equipment you intend to use.

When pursuing your fieldwork, you may need to keep notes of visual material or, perhaps undertake recorded interviews. As well as providing funding towards the cost of audio/visual aids and equipment the Managers also encourage students to obtain proper training in the use of their equipment, whether funded by the Smuts Memorial Fund or purchased in other ways. When considering requests for Audio Visual Equipment or consumables, the Managers expect applicants to indicate how they will obtain appropriate training. The Managers expect all those undertaking fieldwork to obtain the necessary training before they leave. The Managers are willing to fund training through the addition of small amounts for consumables (film, tape etc.) added to your request. The equipment purchased by an AVA award remains the property of the Smuts Fund and all equipment should be returned to the students department when they return. Successful applicants should note that any equipment needing repair whilst on fieldwork is the responsibility of the award holder, who should instigate a repair under warranty or insurance claim.

**Applications for Photocopying**

The Managers are prepared to consider applications for grants not exceeding £100 for the copying of documents in the field of Commonwealth Studies. Grants are generally available for material which will constitute a substantial set of documents considered of value to subsequent researchers. Payment of these grants is strictly conditional upon production of receipts for the copying undertaken.

The application form must be countersigned by an appropriate librarian and an assurance will be required that the necessary permission for copying has been obtained. Graduate Students applying for such grants, should arrange for their application to be accompanied by a letter of support from their Supervisor and the appropriate librarian.