

**APPLICATION FOR EXCEPTIONAL OVERSEAS FIELDWORK COSTS FOR LONG TERM ATTACHMENT FOR STUDENTS ON TRAINING GRANTS (TGs)**

Departments who hold STFC Training Grants for Doctoral Training Partnership studentships starting in the 2023 academic year may apply for additional funds for students who will undertake long term attachments to overseas facilities. **A long-term attachment is a single visit of 120 days up to a maximum of 365 days.**

For students that started in October 2023, applications for LTAs must be submitted by **31st March 2024** and should give details of the estimated requirements and costs over the full period of the award. Guidance on estimating costs is given in the [guidance notes.](http://www.stfc.ac.uk/files/lta-guidance-2016/) Applications must be supported by a scientific case.

It will be the responsibility of the Department/University to manage the allocation and reimbursement of these funds to students and suppliers of services in line with the University’s travel and procurement regulations.

Confirmation of the level of approved funds will be sent to departments by **31st May 2024**. Payments will be made quarterly to the department in the training grants pay run. This will be issued to the Training Grant Holder and the contact that submits the application.

Please submit a separate application for each DTP or CDT training grant. Applications for CDT students should be submitted by their host institution.

**Students must be linked to the grant through Je-S for an application to be considered.**

Please read the LTA arrangements notes at <http://www.stfc.ac.uk/funding/studentships/overseas-fieldwork/> for further information and guidance.

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| **TRAINING GRANT REFERENCE NO:** |  |
| **DEPARTMENT:** |  |
| **UNIVERSITY:** |  |



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| **Facility or Country to be visited** | **Student Name** | **LTA Start Date** | **LTA Duration (in days)**  365 days maximum | **Cost to add student to organisation travel insurance policy** | Please check the fund headings required | | | | | | | **No of other fieldtrips required whilst on LTA**  **(max 4 trips per annum)**  Please give details in case for support |
| **COLA** | **Travel** | **Accommodation** | **Language Course** | **Personal Home Visit** | **Removal Costs** | **Additional Healthcare Costs** |
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**STFC LTA SUPPORTING CASE**

Please provide a case for support, stating the purpose of the LTA(s) and any additional trip(s) requested stating why they are essential to the student’s training.

The Science and Technology Facilities Council will contribute only in respect of projects that provide students with training opportunities not available in the UK.

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| Authorised by:  (Please enter your name in BLOCK CAPITALS) |  |
| Email of department contact: |  |
| Signed: |  |
| Dated: |  |