**THERMOELECTRIC NETWORK**

**RESEARCH EXCHANGE FUND**

**Guidance for Applicants**

The EPSRC Thermoelectric Network has established a fund to assist post-doctoral research workers and postgraduate research students to visit other laboratories (UK and mainland Europe) to undertake collaborative work, learn new techniques or to initiate new activities.

The Network will contribute to the total cost of the exchange visit, up to a maximum of £600.

Applications should be made on the application form which follows, and will be processed on a first-come-first-served basis until the fund is exhausted.

1. **Submit your completed form to Pamila Sharma, Thermoelectric Network,** **Pamila.Sharma@manchester.ac.uk**
2. **Applications must be received and approved prior to travel.**
3. **Applications must be endorsed by the applicant’s Research Director/supervisor.**
4. **Applicants must submit a claim form supported by receipts, to the Network, after the event; further details on how to claim will be made available to successful applicants.**
5. **Claims must be received within three months of the visit and by 1 February 2017 at the latest.**
6. **Maximum of £600 per visit.**
7. **Funds will be allocated on a first-come-first-served basis.**
8. **The Network will fund only one visit per person per calendar year.**
9. **Applications will be evaluated by the Network Committee.**
10. **Applicants will be notified by email if the application is successful.**

**THERMOELECTRIC NETWORK RESEARCH EXCHANGE FUND**

**Application Form**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Telephone** |  |
| **Institution name and address** |  |
| **Status** | **PDRA/PhD** |

|  |
| --- |
| **YOUR VISIT** |
| **Which institution you are visiting**  |  |
| **Where ?****(name of host where applicable)** |  |
| **Date of visit** |  |
| **Project details for visit –****Please give sufficient details – box will expand** |  |
| **Has visit been agreed?** | **Yes / No**Delete as applicable |
| **Total budgeted cost (please include full details on a separate sheet )** | Travel | £ |
| Accommodation | £ |
| Other | £ |
| **Total** | **£** |
| **How much do you request from the Network?** **Max £600.** | **£** |

**Please tick to confirm that the costs you are applying for are no more than 80% of the total cost.**

**Please tick to confirm this is supported by your Research Directort/supervisor, and add a note from them confirming support.**

**Director/Supervisors name:**

**Director/Supervisors email address:**