|  |
| --- |
| **UNIVERSITIES' CHINA COMMITTEE IN LONDON**  **Application form** |

**Before completing this form, please ensure that you read the UCCL** [**Homepage**](http://www.gbcc.org.uk/universities-china-committee-in-london-uccl.aspx) **and** [**Applications Instructions**](http://www.gbcc.org.uk/uccl-application-form-instructions.aspx) **document for detailed information on how to fill in and return this form. The form is a Word doc designed to be filled out with your typed answers. Please do not use any separate attachments but fill out all requested information on this document and save and send as a Word doc, not a pdf.**

**Email:** [info@universitiesccl.org.uk](mailto:info@universitiesccl.org.uk)

**Tel:** 020 7802 2013

**Address:** Universities' China Committee in London, 4th Floor, Kings Buildings, 16 Smith Square, London SW1P 3HQ

**PERSONAL DATA**

**Title:**

**Family name:**

**Given names:**

**Gender (Male/Female/Other):**

**Date of Birth:**

**Nationality:**

**Status** (please underline the appropriate choice below)**:**

UK National / Settled Status/ Visa (please specify which visa type and expiration date)

**Personal email address:**

**University email address:**

**Telephone contact number:**

**Correspondence address:**

**Name of institution and department:**

**Address of department:**

**Please specify your current position (eg PhD student, member of faculty, etc.):**

**LANGUAGE PROFICIENCY**

Please list your languages and level of proficiency in each one.

**Language and Proficiency Level:**

**REFERENCES**

**Give the name, title, and position of two people whom you have asked to write a reference letter in support of your application, one of which must be from an academic referee with long-standing record and experience of conducting research in China and the Chinese language.** In the case of research student applications, **at least one referee must be the student's supervisor in the UK**, and at least one referee must have read this application before submission. **Please ask your supervisor to state whether an upgrade or equivalent has taken place.** **Each referee should email their signed reference letter as a pdf directly to** [**info@universitiesccl.org.uk**](mailto:info@universitiesccl.org.uk)**.**

***1st referee should be the supervisor if applicable:***

***Referee 1 (by title, we mean Professor, Dr etc)***

**Title & name:**

**Email address:**

**Tel:**

**Postal address:**

***Referee 2 (by title, we mean Professor, Dr etc)***

**Title & name:**

**Email address:**

**Tel:**

**Postal address:**

**RESEARCH DETAILS**

**Title of proposed research:**

**Start date of research:**

**Date of expected completion:**

**Give the date by which funding is required:**

**------------------------------------------------------------------------------------------------------**

**Explain the nature and significance of your research (max. 500 words):**

**Please use this form and not a separate document.**

*Please type your answer here:*

**------------------------------------------------------------------------------------------------------**

**Explain for what activity specifically you require the funding, including cities/ regions and/or institutions you intend to visit and for how long (max 500 words)**

Please provide as much concrete detail as possible without compromising the ethics and potential anonymity of your research subjects. Please include a draft timetable of work conducted during the period of funding.

**Please use this form and not a separate document.**

*Please type your answer here:*

**------------------------------------------------------------------------------------------------------**

**If you do not have fluent** **reading and speaking ability in the relevant languages/dialects explain how you will conduct your research.**

*Please type your answer here:*

**------------------------------------------------------------------------------------------------------**

**ETHICS CLEARANCE/ RISK ASSESSMENT/ HEALTH & SAFETY CLEARANCE**

Researchers are required to have institutional ethical approval for any research project which involves human participation and/or personal data.

**We require confirmation that you either HAVE ethics approval OR confirmation that you DO NOT NEED ethics approval from your university. NB no grants awarded will be released until we have confirmation that you have ethics approval or confirmation you do not need it.**

Please delete as appropriate. Ethics approval is:

(a)   Not required for this type of research project.

(c)   Required and an application has been submitted and approved. Please include the certificate with this application.

(d)   Required and an application has been submitted to the appropriate committee (decision pending).

(e)   Required and no application has yet been submitted.

**ADDITIONALLY, please ensure that your university is aware that** **the responsibility for all liabilities regarding risk assessment on their student’s fieldwork lies with the applicant’s university and this is in no way the responsibility of UCCL. We advise that this process is started as soon as possible.**

**FINANCIAL SITUATION**

Please give a brief breakdown of the expected costs for the research project as a whole and how you plan to fund it.

*Please type your answer here:*

The maximum grant UCCL can award is £2,000. Please identify in the overall breakdown above what the UCCL grant money would be used for (eg flights, visas, internal travel – where possible train travel is strongly preferred, living expenses etc). **Please provide a screenshot, or other evidence, of the cost of all travel for which you wish to use the grant, which should roughly match your quote. We understand that this may be subject to change.**

Please note the UCCL will not cover costs including, but not limited to, the following: Thank you gifts, IT/Technical Equipment, Printing.

*Please type your answer here:*

**EDUCATIONAL BACKGROUND**

**Please list all degree level and post grad qualifications in order of earliest date.**

**Institution name:**

**Course:**

**Date qualified:**

**Qualification gained:**

**------------------------------------------------------------------------------------------------------**

**Institution name:**

**Course:**

**Date qualified:**

**Qualification gained:**

**------------------------------------------------------------------------------------------------------**

**Institution name:**

**Course:**

**Date qualified:**

**Qualification gained:**

Please add more if relevant.

**ADDITIONAL ACKNOWLEDGEMENTS**

1. **I herewith confirm that I accept that responsibility for all health insurance connected with grant-related activities is solely my responsibility and not that of UCCL or any other related funding body.**

Please insert an x inside the box to confirm.

1. **I herewith confirm that I understand that any grant awarded will be sent to my university’s bank account and dispensed as funding is required. Any unused money will be reimbursed to UCCL.**

Please insert an x inside the box to confirm.

1. **I herewith confirm that I am aware and my University is aware that by accepting a grant the responsibility for conducting a risk assessment of the field trip is the responsibility of my University and not UCCL.**

Please insert an x inside the box to confirm.

1. **I herewith confirm that if I receive a grant from UCCL, I will complete a post-project report within a month of completion of the UCCL funded research.**

Please insert an x inside the box to confirm.

Email: info@universitiesccl.org.uk

Tel: 020 7802 2013

Postal address: The Universities' China Committee in London, 4th Floor, Kings Buildings, 16 Smith Square, London SW1P 3HQ

**Download “Information for Applicants” from** [**www.universitiesccl.org.uk**](http://www.universitiesccl.org.uk)

Data Protection statement: Please note that any personal information you supply to the Universities' China Committee is protected under the Data Protection Act and will not be divulged to third parties without your consent.