

EPSRC UK National Quantum Technology Hub in Sensors and Metrology Network

Case for Support for Attendance by Ph.D students and PDRAs at Hub meetings

The Hub has allocated £250,000 to form a national network that will promote translation and collaboration with industry. Collaboration is at the heart of what we do, with academics and leading companies working together to translate research into marketable applications. We are an international centre of excellence bringing together world-leading physicists, engineers, industry and end-users.

This fund will allow PhD students and Post-Doctoral Research Assistants from the Hub to attend major Hub meetings. A maximum of eight Ph.D students and PDRAs in total can be funded from each Hub partner for each meeting. Funding will be made available on a reimbursement basis, with approval of applications for the use of network funds required prior to commencement of travel. Approval will enable reimbursement being claimed for economy class travel, accommodation, meals and reasonable incidentals in accordance with University of Nottingham Travel and Expenses guidelines.

Applicants are urged to consider how funds can be most effectively used and seek to minimise allowable costs and avoid unnecessary expenses. All claims will need to be supported by original receipts, with reimbursement capped to the amounts approved prior to undertaking travel.

Additionally support is capped at a maximum of £450 per person per application.

Please complete and return the Case for Spend to peter.milligan@nottingham.ac.uk. ***If you have any supporting documentation, please attach it to this form.***

Name of Applicant		Email address	
Ph.D Student or PDRA			
Start Date		End Date	
Hub Partner			
Project Supervisor			
Project Title			
Meeting Date		Meeting Venue	

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Project Title			
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3) Costings		Amount
Brief overview of travel plans: <i>e.g.</i> <ul style="list-style-type: none"> • train to/from • accommodation at... • meals reqd. 	Travel	£
	Accommodation	£
	Meals and subsistence	£
	Other (state)	£
	TOTAL FUNDS REQUESTED	£

4) Approval – (UoN use only)	
Comments:	
Approved / Not Approved	Approver signature:

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5) Requested Reimbursement (post travel completion by applicant, receipts required)		Amount
Travel completed as above except for:	Travel	£
	Accommodation	£
	Meals and subsistence	£
	Other (state)	£
TOTAL FUNDS REQUESTED		£

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6) Reimbursement Paid (UoN use only)		Amount
	Travel	£
	Accommodation	£
	Meals and subsistence	£
	Other (state)	£
TOTAL FUNDS REQUESTED		£

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7) Claimant Bank Details	
Bank Name	
Name You Use For The Account	
Account Number (8 digits)	
Sort Code (6 digits)	

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