APPLICATION FORM – THE RUPERT FORD TRAVEL AWARD

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| FOR OFFICE USE ONLY | Reference Number: | | Received: | Notified: |
| When completed, return this form to:  The Chief Executive, The Royal Meteorological Society, 104 Oxford Road, Reading RG1 7LL, UK. or email chiefexec@rmets.org | | | | |
| APPLICANT’S DETAILS | | | | |
| Full Name: | | | | |
| Address: | | | | |
| Telephone number: | | Email address: | | |
| Date of Birth: | | Home Institution and Department: | | |
| Current Field of Work: | | | | |
| Name of supervisor or head of group: | | | | |

**APPLICATION FORM – THE RUPERT FORD TRAVEL AWARD** (Continued)

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| DETAILS OF PROPOSED TRAVEL , FUNDING AND STUDY | |
| Institution and Department at which the work will take place1 | |
| Date on which the work is expected to start: | Date on which the work is expected to finish: |
| Estimated total overall cost of proposed travelReturn airline and other faresAccommodation and living costsFees, Insurance etcOther (please specify) | |
| Have you applied and or obtained for funds from any other sources? Yes /No | |
| If Yes, please state: Name of funding source:  Amount applied for:  Outcome of your application:  Continue on separate sheet if necessary. | |

**APPLICATION FORM – THE RUPERT FORD TRAVEL AWARD** (Continued)

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| Brief Description of work to be done, its importance and relevance2 |

**APPLICATION FORM – THE RUPERT FORD TRAVEL AWARD** (Continued)

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| Endorsement by Applicant’s Professor or Head of Department3 **Please use CAPITAL letters**  Name…………………………………….……………… Date………………………………  Position……………………………………………………………………………….  Signed…………………………………………………… |
| UNDERTAKING BY APPLICANT |
| In making this application I undertake to apply any award made in response to it solely to the expenses incurred in travel and living costs to enable me to undertake the study described in section 2.4 above at the Institution stated in section 2.1 above. I undertake to return promptly to the Royal Meteorological Society any money awarded as a result of this application that is not used by me to undertake the travel and study for which the Award was made. I further undertake to provide to the Royal Meteorological Society a detailed report of the work carried out as a result of any Award either in the form of a scientific paper or papers submitted to one or more of the Society’s journals, or as a separate report referencing a scientific paper or papers published in other fully peer reviewed scientific journals.  **Please use CAPITAL letters**  Name…………………………………….……………… Date………………………………  Signed…………………………………………………… |

NOTES

1. This application *must* be accompanied by a statement *at an appropriate level of authority* from the Institution to be visited indicating their acceptance of the visit and study.
2. If necessary, further details may be attached on a separate sheet endorsed by your Professor or Head of Department
3. This endorsement should pay particular attention to the terms of eligibility for these Awards and should provide evidence for the outstanding nature of the work of the applicant.