

## MAXWELL AND MEYERSTEIN FUND – INFORMATION FOR APPLICANTS

Funding is available for individuals currently registered on a post-graduate course within the Faculty of English at the University of Oxford.

Individuals can apply for up to £200 to attend a conference or up to £400 for a research trip, to a maximum of £400 during each course of study.

### Conditions

- a) No applicant may receive more than £400 from the Maxwell and Meyerstein Fund during one course of study.
- b) All applications must be accompanied by a message of support from the student's supervisor (DPhil/MLitt) or course convenor (MSt/MPhil). Applicants must request this message from the relevant person directly.
- c) Retrospective applications will not normally be considered.
- d) All applicants are expected to apply to their colleges as well as to the Maxwell and Meyerstein Funds and, where possible, to their studentship funders.
- e) Grants are not made for word-processing, photocopying, proof-reading, thesis binding; or towards normal subsistence.
- f) Applications for less than £40 will not normally be considered.
- g) All expenditure must be reclaimed using the eExpense form online:  
<https://finance.admin.ox.ac.uk/eexpenses-system> (click on the big red button on the right side of the screen to get to the eExpenses system. This will take you straight to the part where you can login using your SSO). All expenditure must comply with the University's Expenses guidelines available at: <http://www.admin.ox.ac.uk/finance/expenses/guide/>

### To apply:

Please complete the [application form](#) and submit it to [english.office@ell.ox.ac.uk](mailto:english.office@ell.ox.ac.uk)

You should also ask your supervisor (DPhil/MLitt) or convenor (MSt/MPhil) to e-mail a message confirming their support for your application. This should also be sent to [english.office@ell.ox.ac.uk](mailto:english.office@ell.ox.ac.uk)

Applications can be submitted at any time before your trip.