

## 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 the course of their graduate career.
- 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 standard University expenses forms along with original receipts. 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; and you should expect to receive a response within two weeks of submission of your application (including supervisor message).