MAXWELL AND MEYERSTEIN FUND – INFORMATION FOR APPLICANTS

Up to £400 of funding is available for individuals currently registered on a postgraduate course (MSt, MPhil, DPhil or MLitt) within the Faculty of English at the University of Oxford.

Individuals can apply for up to

- £200 to attend a conference, *or*
- £400 for a research trip, *or*
- £400 for digital services, such as scanning, where these would *replace* a research trip

to a maximum of £400 during each course of study.

Conditions

- Applications must be made and approved prior to any expense being incurred.
    - If this is not possible, please provide an explanation in your application. Retrospective applications will not normally be considered.
    - Any expenditure incurred before an application has been approved is undertaken at your own risk and may not be reimbursed.
- Applications can be submitted at any time before your trip.
- Applications must be supported by your supervisor (DPhil/MLitt) or course convenor (MSt/MPhil). Your supervisor/convenor will be contacted automatically to confirm their support for your application.
- All applicants are expected to apply to their colleges as well as to the Maxwell and Meyerstein Fund and, where applicable, to their studentship funders.
- Grants are not made for word-processing, photocopying, proof-reading, thesis binding, nor towards normal subsistence (food and drink).
- Applications for less than £40 will not normally be considered.
    - It is acceptable to make one claim for multiple research trips (for example) which total more than £40.
- All expenditure must be claimed using the eExpenses form and must comply with the University's expenses policy.

How to apply

Please complete the application form.

You should also ensure your supervisor (DPhil/MLitt) or convenor (MSt/MPhil) is aware that they will be asked to confirm their support for your application. You should expect to receive a response within two weeks of receiving supervisor/convenor approval.

How to claim expenses

All expenses must be claimed using the online eExpenses form.

1. Go to the SAP Concur eExpenses webpage.
2. Click on the 'eExpenses (SAP Concur)' button on the right-hand side of the screen to get to the eExpenses system.
3. Log in using your SSO.
4. Click on 'Create Expense Claim' and enter your details.

All expenditure must comply with the University's expenses policy. Expenses must be claimed within 3 months of being incurred.

Queries

For queries about claiming expenses, please contact finance@ell.ox.ac.uk.

For all other queries about Maxwell and Meyerstein funding, please contact english.office@ell.ox.ac.uk.