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|  | Murray Edwards CollegeRosemary Murray Travel awards *Apply for either or both* Gateway Challenges Funding *by 3rd May 2024* |

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| Rosemary Murray Travel Awards (RMTA) are awarded for travel which may be for academic or other purposes, while Gateway Challenges Funding (GCF) is awarded for enriching activities, all undertaken during the Long summer vacation by 30th September 2024.• **If eligible, you may apply for either one or both the awards on this form:**  - Use one form *if applying for both awards for the same trip/activity*  - Use two separate forms, submitted at the same time, *if applying for both awards but for separate trips/activities*• **You must read the relevant application information sheet, including details of eligibility, and also the accompanying document about ‘Responsibilities and Requirements’ before completing this form.**• Please note that the College will not fund travel to or activities in countries on the Foreign & Commonwealth Office’s “no go” list. Visit their website for up-to-date information: <https://www.gov.uk/foreign-travel-advice>• All those who receive either award must submit a short report and photo(s) by 30th September 2024. • Final year students may apply but must intend to use the funds by 30th September 2024.• **Please arrange to discuss your application with your Tutor at a meeting early in Easter term. Your Tutor must sign the form before it is submitted.**  |

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| **Full Name:** |  |  | **Subject:** |  |  |
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| **Study Year:** |  |  | **Undergrad or Grad:** |  |  |
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| **Email:** |  |  | **Tutor:** |  |  |
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| **Please indicate which funding award(s) you are applying for (tick one or both as applicable):** |
| [ ]  **Rosemary Murray Travel Award** |
| Have you received a Travel Award previously? | Yes | [ ]  |  | **No** | [ ]  |  | If yes, how much did you receive? £ |
| **[ ]  Gateway Challenges Funding**  |
| Have you received Gateway Challenges Funding previously? | Yes | [ ]  |  | **No** | [ ]  |  | If yes, how much did you receive? £ |
| Have you achieved the required: • 100 credits if a 1st year student,• 70 credits, with at least *30* credits from this year, if an undergraduate student in second year or above, or a postgraduate student | Yes | [ ]  |  | **No** | [ ]  |  | Your Gateway credits total:credits |
| Completed PDP attached? *(Gateway* *only*) | Yes | [ ]  |  | **No** | [ ]  |  |  |
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| Proposed dates of travel or activity and length of stay: |  |  |
| **Please provide details of your activity or trip, including any travel destination and purpose of visit details (one or two short paragraphs is sufficient):** |
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| **Estimated Costs**  |
| Give as full a breakdown of your estimated cost as you can, making sure to provide a total.  |
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| Travel |  |
| Accommodation |  |
| Spending money |  |
| Other (please specify) |  |
| **TOTAL** |  |

How do you plan to raise the budget total?How much do you expect to receive from other bodies (please specify) to which you have applied?  |  |
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| Declaration by the Tutor |
|  | For Gateway Challenges Funding only: I have seen and discussed a completed PDP with this student. | Yes | [ ]  | No | [ ]  |  |
|  | For ALL applications: In light of my discussion with the student, I support this application. | Yes | [ ]  | No | [ ]  |  |
|  | If you have any additional comments, please note them here: |  |
|  | Tutor signature |  | Date | Click here to enter a date. |  |
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| Your Payment Details |
|  | Please provide your bank details:If an award is offered to you, we will notify you in writing and make payment by electronic transfer.  |
|  | Accountholder’s Name | *(max. 18 characters)* | AccountNumber |  | Sort Code |  |
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| Declaration by the Applicant[ ]  I understand that submission of this application does not guarantee that I will receive an award.[ ]  If this application is successful, I agree to use the award only for the purpose outlined in this application.[ ]  I agree to submit a short report and photo(s) of my experience to the College on my return, by email no later than end of 30th September 2023, which may be used for College purposes.[ ]  I have read and understood the accompanying document about ‘Responsibilities and Requirements’ and  I confirm that I will not be travelling to a destination on the Foreign & Commonwealth Office’s “no go” list.[ ]  I will ensure I have insurance to fully cover the entirety of my activity/trip.[ ]  If there are any changes in my circumstances, I will notify Tutorial (tutorial@murrayedwards.cam.ac.uk) for Rosemary Murray Travel Awards and Gateway (gateway@murrayedwards.cam.ac.uk) for Gateway Challenges Funding.  |
|  | Student signature |  | Date | Click here to enter a date. |  |
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* **ALL APPLICATIONS SHOULD BE SUBMITTED BY EMAIL TO:** gateway@murrayedwards.cam.ac.uk
* **APPLY FOR EITHER OR BOTH BY 3rd MAY 2023**

**Gateway Challenges Awards and Rosemary Murray Travel Awards**

**Responsibilities and Requirements**

We are delighted to support Murray Edwards’ students in their ventures each summer. However, in making this funding available we would like to be clear about the following in order that both you and the College can feel confident that the money is used appropriately and with due regard for your wellbeing.

1. **Countries/regions of danger or risk**

Financial awards will not be offered to students who intend to travel to areas of high risk (red or amber warnings) as designated by the Foreign Office at the time of consideration of the application (on their website at www.gov.uk/foreign-travel-advice). However, you are reminded that situations change. You should check the Foreign Office website yourself at appropriate intervals prior to travel and should adhere to the advice provided there at all times. If you are travelling to a country in which some regions are designated high risk (red or amber) you must stick to your plans to remain in areas not designated high risk (green areas).

1. **Personal Safety**

We encourage all students to consider the following before embarking on their activities:

1. Insurance, including but not limited to travel, cancellation, legal and health cover
2. Medical issues (e.g. vaccinations, routine medication)
3. Emergency contact details (for YOU to take with you)
4. Itinerary/contact details (to be held by someone ‘at home’ on your behalf)
5. Sensible and respectful awareness of cultural differences and local conditions
6. Appropriate and sufficient finance
7. Foreign Office advice (as above in section 1.)
8. **Relationships with third parties**

The funding that the College makes available is intended to support individual students in undertaking their chosen activity, it is not intended to support any third party or organisation. (As an example a student may be participating in a volunteer project in Africa – the award can be used towards the cost of flights but not towards any pooled fund-raising initiative associated with the venture.)

In addition this means that any financial support provided reflects the College’s commitment to the personal development of the student and does not indicate any support for the aims or activities of any organisation with whom the student may be associated.

1. **Use of the financial award**
* If the activity goes ahead you will be expected to provide a short report (around 500 words) and digital photo/video clip (where appropriate) to describe your experience, which may subsequently be used in College promotion/publicity. (To be provided by September 30th of the year that the award was made).
* If the activity does not go ahead you are expected to return the full award to the College.
* All students are advised that travel and other experiences can be expensive. We encourage you to act responsibly which means seeking advice as appropriate (e.g. from the Finance Tutor) and taking care not to undertake an activity which may place you in danger of serious debt/overdraft for the coming academic year.
* All activities must comply with all applicable rules, regulations and guidelines.
* All events and activities are undertaken entirely at your own risk and the College accepts no liability for any injury, loss or damage.

***Enjoy your experience and help us to spread the word about all that***

***Murray Edwards and Cambridge can offer.***

**Personal Development Plan (PDP)** **Part 1 - Skills Inventory** Your Name: …………………….

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|  | **SKILL/ATTRIBUTE** | **WHAT IS THIS?** | **WHAT EXAMPLES/EVIDENCE CAN YOU GIVE?** | **RATE YOURSELF****1=weak, 4=strong** |
| **Academic** | **Subject knowledge** | Breadth, depth and mastery of subject. |  |  |
| **Subject relevant skills** | Essays, lab techniques, quick assimilation of information. |  |  |
| **Time/Project Management** | Planning and delivery of longer term and more complex task, prioritising. |  |  |
| **Initiative / Independence** | Ideas, action. Assuming appropriate responsibility for decisions and plans. |  |  |
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| **Gateway Values** | **Personal challenge** | Identifying and undertaking experiences which challenge, and broaden understanding. |  |  |
| **Social responsibility** | Being responsible and generous with time and skills to the benefit of the wider community |  |  |
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| ***Transferable skills that employers look for in addition to those above*** | **Communication** | Effective and appropriate for audience and medium. Includes interpersonal. |  |  |
| **Teamwork** | Personality and skills to contribute to team working and team goals. |  |  |
| **Negotiation/Persuasion** | Making headway with more difficult issues. Recognising different perspectives. |  |  |
| **Problem-Solving** | Being analytical. Showing the capacity to both see and solve a problem.  |  |  |
| **Leadership** | Taking responsibility, making decisions, seeing the bigger picture, bringing others with you. |  |  |
| **Organising** | Clarity over effective processes and commitment to delivering a good outcome. |  |  |
| **Tenacity** | Making progress through set-backs, showing resilience in mind and action. |  |  |
| **Working under pressure** | Handling deadlines, heavy workloads and stress. |  |  |
| **Self-awareness / Confidence** | Knowing strengths and limits. Conveying competence and calm self-assurance. |  |  |
| **Professional awareness** | Knowledge of the professional field of interest: its agenda, drivers and needs. |  |  |

**Personal Development Plan (PDP) Part 2 - Personal Learning Objectives** Your Name:

**SMART** objectives are:

**S**pecific “Always write an English essay plan.” (Better than “Get better at essay writing.”)

 **M**easureable “Increase my average English essay marks next term.” (Better than “Improve my essay marks.”)

 **A**chievable “Plan to spend 4 hours a day revising on 15 days over the vacation.” (Better than “Work for 8 hours every day.”)

**R**ealistic “Plan to get over 70% on each Physics problem sheet.” (Better than “Plan to get 100% in every Physics problem sheet.”)

**T**ime-bounded “Register with the Careers Service by the end of term.” (Better than “Register with the Careers Service.”)

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|  | **Date Set** | **WHAT do you want to achieve?** | **HOW are you going to do this?** | **How will you** **measure success?** | **Date Achieved** |
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