

**Placement Application Form**

# Section 1 Student details

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| **Name** |  |
| **Student ID** |  |
| **Institution** |  |
| **Department/School** |  |
| **Primary Supervisor** |  |
| **Host Organisation** |  |
| **Host Organisation primary contact** |  |
| **Proposed Placement Start Date** |  |
| **Proposed Placement End Date** |  |

# Section 2 Proposed Placement

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| **Summary of Placement Activities & Planned Outputs**Provide a summary of the placement to be conducted, including the activities that will be undertaken and the planned outputs. |
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| **Support and Facilities Provided by Host Organisation for the Placement**Outline what support, facilities and other resources the host organisation will be providing in support of the placement. |
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| **Details of funding / support you are requesting from NINE DTP**Provide details of any financial support you would be looking to receive from the DTP, including accommodation and / or transportation. Attach quotes/evidence of any costs to your application |
| **Item** | **Cost** |
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| **Total requested and any further detail:** |

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| **Match-Funding to be Provided by Host Organisation for the Placement**Detail any direct match-funding the host-organisation will be making to support the costs of the placement, including meeting the costs of additional expenses and extending the award-holder’s studentship during the period of the placement. |
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| **Anticipated Impact and Knowledge Exchange Arising from the Placement**Describe the anticipated impact of and exchange of knowledge from the placement on the host organisation, the award-holder and other parties. |
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| **Any Other Relevant Information**Please provide any other information that you consider relevant to the application. |
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# Section 3 How to Submit Your Completed Application

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| **Accompanying Documents**Please list the supporting documents that accompany your application and ensure they are submitted together with this form.  |
| **Document A // Letter of Support from Principal Supervisor** |  |
| **Document B // Letter of Support from Host Organisation** |  |
| **Document D** |  |
| **Document E** |  |

* Completed forms must be submitted electronically in the MS Word DOCX or DOC format.
* Completed applications should be saved using the following convention:
* **[Your name] Placement App [Month] [Year]**
* Accompanying documents should be listed in your application form and saved with the relevant title (e.g supervisor letter, host letter, travel costs
* Completed applications must be sent electronically to the **Research in Practice Officer, Katy Roberts, at research.nine@durham.ac.uk**

# Section 4Completed by NINE DTP

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| **Date of review** | Click here to enter a date. |
| **Decision** | Choose an item. |
| **Placement Duration Approved** |  |
| **Amount Approved (£)** |  |
| **Further Information / Feedback** |  |