

**Placement Application Form**

# Section 1 Student details

|  |  |
| --- | --- |
| **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

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **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. |
|  |

|  |  |
| --- | --- |
| **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** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total requested and any further detail:** | |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **Any Other Relevant Information**  Please provide any other information that you consider relevant to the application. |
|  |

# Section 3 How to Submit Your Completed Application

|  |  |
| --- | --- |
| **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

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