

**BBSRC DTP Student PIPS Proforma**

**Imperial College & Royal Holloway University**

In preparation for the Professional Internships for PhD Students (PIPS), please complete the document and submit it to [dtp@imperial.ac.uk](mailto:dtp@imperial.ac.uk) at least four weeks before the start of your placement. You must obtain approval from the DTP Management Committee before engaging in placement activities.

Student Name: CID:

Department: Academic Supervisor(s):

Name of PIPS Placement:

PIPS Supervisor Name: PIPS Supervisor Email:

PIPS start date: PIPS end date:

**Provide a brief description of your PhD project and associated skills (max 200 words):**

**PIPS Project Proposal (max 300 words):**

**Brief explanation of why you are applying for this particular internship (max 200 words):**

**PIPS Travel Fund**

Students will continue to receive the monthly living allowance. If the placement is outside of metropolitan London, it is expected that the placement site will provide students with travel and/or accommodation, where required. In the event that a PIPS placement is outside of London and not able to provide travel and/or accommodations costs, students are able to request funding from the PIPS Travel Fund up to a maximum of £1,000. The funds are to be used exclusively for travel (train, flight) and/or accommodation (hotel, AirBnB). Request for travel funds must be included below with proper justification. The Committee will review the request. If approved, it is the student’s responsibility to submit the original receipts along with an Expense Form to [dtp@imperial.ac.uk](mailto:dtp@imperial.ac.uk). Payments will be made after the completion of the PIPS placement*. NB You must get pre-approval for the PIPS Travel Fund. Retroactive requests will not be considered.*

**Please provide the amount and reasons for requesting funding from the PIPS Travel Fund (max 300 words):**

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| **I confirm that above statements are correct to the best of my knowledge.** | |
| **Student Signature:** | **Date:** |
| **To be completed by your Supervisor:** | |
| I confirm that the above particulars are correct. If this application is successful, I give my permission for the above applicant to carry out this PIPS placement. | |
| **Name (please print):** | |
| **Supervisor Signature:** | **Date:** |