**Student process for obtaining approval for Research Training Support Grant (RTSG) funding.**

Complete RTSG (and relevant [travel and risk assessment forms](http://intranet6.open.ac.uk/human-resources/policies-and-procedures?path=t/travel-and-subsistence#documents) where appropriate) and obtain supervisor signature

Does your activity include International Travel?

Is your destination classified by the FCO as high risk?

Complete Fieldwork assessment form if you are undertaking fieldwork

Complete International Travel and Assignment Budget Approval Form & obtain supervisor’s signature

If a Travel Advance is required, submit it to the Postgraduate Office for processing. Only 1 travel advance per activity.

Email all flight itinerary to the Postgraduate Office for adding to the ETMS site (allow 2 weeks)

Forms considered for approval by WELS

No

Yes

No

Submit completed RTSG form to the Postgraduate Office at least 4 weeks prior to travel

Yes

Complete Risk Assessment form & obtain supervisor’s signature