

# Henrietta Hutton Research Grant

Royal  
Geographical  
Society

with IBG

Advancing geography  
and geographical learning

## ● Two grants of up to £500 for female students to undertake geographical research overseas

The Henrietta Hutton Memorial Fund offers research grants to female students under 25 years of age who intend to undertake field research overseas as an individual or as part of a multi-disciplinary team. Two grants of up to £500 each are awarded annually. The intention is that one grant should go to an undergraduate and the other to a postgraduate student. The application deadline is **22 January 2010**

The grants are given in memory of Henrietta Hutton, a young Oxford graduate who died in 1963. She was a founder member of the Oxford University Women's Exploration Club and a widely respected ornithologist.

### Eligibility

- Applicants must be female students registered at a UK Higher Education Institution
- Applicants must be under 25 years of age
- Preference will be given to field research studies with a significant geographical, social and/or environmental science or natural history element
- Applicants should show evidence of strong host country participation in the field research to be undertaken
- Applicants must begin their field research the same year the grant is awarded
- Projects that involve joining an existing commercial organisation on a pre-paid tour will not be considered
- The field research must be of more than four weeks duration but does not necessarily have to be connected to the student's academic studies.

### Application process

Applications should be submitted by email in word format to the Grants Officer at the Society. Deadlines will be strictly enforced.

Applications must contain the following information:

- Name and full contact details (please include an email address)
- Academic affiliation, course of study and year of residence
- Title and short abstract, giving context to the research (max 100 words)
- Aim of the project and objectives (max 250 words)
- Location of research area including the latitude and longitude (These are used by the RGS-IBG to geocode information about our grants programme in GIS)
- A full description of the proposed research, including methodologies and details of time in the field (max 750 words)
- If a member of a team, a description of how the project integrates with the team's overall research objectives (max 350)
- Details of links with host country, including permissions, collaboration and host-country counterparts (max 250 words)
- A risk assessment and safety management plan, and details of appropriate ethical approvals (max 300 words)
- A fully itemised budget. This should include travel, accommodation and per diem costs, as well as details of the source of funds for budgeted costs that exceed the value of the award
- Please do not send supporting documents such as previous reports, these will not be used when screening the applications.

Please tell us how you heard about the Henrietta Hutton Research Grant

### Referee statements

Two referee statements are required. Neither referee should be involved in the project. One referee should

be a specialist who can comment on the research proposal.

Please send each of your referees a copy of the Referee Guidelines below and ask them to send the references directly to the Grants Officer by **22 January**. References should be sent by email. Applications will be jeopardised if referee statements are not received on time.

### **Selection process**

Applications will be assessed by an external panel of experts. The assessors will consider how closely the application matches the criteria and the ability of the applicant to carry it out. Award winners will be notified and announced by April

### **Conditions**

- Within a month of completion a preliminary report of 1,000 words must be submitted
- A full final report must be submitted electronically and in hard copy by **1 September** of the year following the award. The final report must include a 250 word abstract, a description of the project and its key findings (1000 words minimum), three to five digital images that capture the spirit of the project and its results, a final budget, and details of presentations, publications and any other outputs
- The award winner may be asked to present a lecture on the project work at the RGS-IBG at a mutually convenient date
- The Society's support should be acknowledged in all publications and outputs. Copies of any such publications and outputs should be submitted to the Society
- Award details may be published in the Society's publications and on the website
- The RGS-IBG requires that the research it funds be conducted in an ethical and responsible manner and that recipients fulfil all their institution's health and safety requirements and ethical approvals. Full details of the Society's ethical guidelines for research can be found in a pdf at [www.rgs.org/grants-ethics](http://www.rgs.org/grants-ethics)

**Note:** Digital photographs should be in JPEG or TIFF format and at a quality of 300 dpi or more in A5 size.

### **Contact/ Applications**

Grants Officer  
Royal Geographical Society (with IBG)  
1 Kensington Gore  
London  
SW7 2AR  
T: (0) 20 7591 3073  
F: (0) 20 7591 3031  
E: [grants@rgs.org](mailto:grants@rgs.org)  
W: [www.rgs.org/grants](http://www.rgs.org/grants)

**The Royal Geographical Society (with IBG) offers many other grants for different areas of geographical research at different career stages. Full details of all grants can be found at [www.rgs.org/grant](http://www.rgs.org/grant)**

Please note: applicants may only apply for one grant per academic year, with the exception of the Henrietta Hutton Research Grant, the Gilchrist Fieldwork Award, Dudley Stamp Memorial Award and 30<sup>th</sup> International Geographical Congress Award.

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## ● Guide to Referees

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The Henrietta Hutton Grants were created in memory of the late Henrietta Hutton a young Oxford graduate who died in 1964. She was an active member of the Oxford University Women's Exploration Club and a keen ornithologist.

The Awards are open to female undergraduate and post-graduate students registered with a UK Institute of Higher Education. Students must be under 25 years of age. The fieldwork must be overseas and more than four weeks in duration. The fieldwork need not necessarily be connected with their academic syllabus.

We would be grateful if you could write a reference providing an evaluation of:

- The proposed project's strengths in terms of originality, validity and likely contribution to geographical knowledge
- The applicant's ability to complete the programme of work safely and responsibly within the time and budget proposed
- Any additional information that you feel might help the Selection Panel

Your reference will be one of the key factors in assessing the applicant's suitability for a grant. Please return your reference to the Grants Officer by email before **22 January 2010** to the address below. The Society would like to thank you in advance for your assistance. Your reference will be acknowledged by email.

### **Contact**

Grants Officer

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1 Kensington Gore

London

SW7 2AR

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