

TAAF MSc Award

Application and reporting procedure

Application procedure

Applications for eight week study awards must comprise:

1. Download and complete Application Form from our website (see download link top right) on the (or it can be obtained, in case of difficulty, by e-mail request from secretary_tAAF@taa.org.uk)
2. Outline of the proposed study and travel (the proforma is included in the application form), describing:
 1. Aims and objectives of the project;
 2. Relation to Masters' study;
 3. Wider relevance and impact of the project with particular reference to the objectives of the TAAF;
 4. Link to the overseas host institution (copies of relevant correspondence should be attached where possible);
 5. Budget breakdown for travel, living and research expenses, and statement of the amount requested (to a maximum of £1000).
3. A single A4 sheet should provide references from the Applicant's Supervisor and from the Head of Department
 1. The Supervisor should comment on the candidate's potential, on the added-value of the study/travel in relation to the on-going course of study and on the feasibility of achieving the objectives of the project, and should confirm that there are specific contacts with the overseas hosts. Other comments which will assist the Committee in selecting outstanding candidates and proposals for the award will be welcomed.
 2. The Head of Department is asked to endorse the Supervisor's recommendation and to provide any other comments that may be of use to the Committee.

Applicants are advised that late or incomplete applications will not be considered.

The Head of Department is asked to forward the applications and referee comments in a single e-mail to secretary_tAAF@taa.org.uk with copy to taa_award_fund@taa.org.uk no later than 31 March.

Administration of the awards and reporting procedure

Applicants and Heads of Department will be notified of the outcome of their submissions by email not later than 30 April.

Awards will be paid as a grant to the University Department, or in some cases directly to the awardee. The Department will be asked to provide a receipt when the cheque is received by post, and also to ensure that a report is submitted before the end of the awardee's course of study. Reports should be formally endorsed by the Supervisor and forwarded to secretary_tAAF@taa.org.uk. A report is required by the TAAF to conform with its charitable status as a grant awarding body. TAAF will seek to recover the award from the Department, in cases where no report is received.

Download the Final Report Template Master's Award from our website (see download link top right). This includes a section for 1-2 paragraphs (maximum half page of A4) summarising the overall experience of undertaking this research, in a form that can be used in the TAA magazine Agriculture for Development. The summary should include a brief description of the aims of the study, the outcome, the lessons learned, and your own assessment of its value both to the local community and to yourself.