

# Henrietta Hutton Research Grant

**Royal  
Geographical  
Society**  
with IBG

Advancing geography  
and geographical learning

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

The Henrietta Hutton Memorial Fund offers research grants to students who intend to undertake field research overseas as an individual or as part of a multi-disciplinary team. Two grants of £500 each are awarded annually. The intention is that one grant should go to an undergraduate and the other to a postgraduate student. Every two years a third award will be given.

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.

The application deadline is **18 January**.

### Eligibility

- Applicants must be students registered at a UK Higher Education Institution
- 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 to the Society's Grants Officer ([grants@rgs.org](mailto:grants@rgs.org)) by **18 January**. This deadline will be strictly enforced.

Applications must contain the following information:

- Name and full contact details (please include an email address)
- The year of commencement of the University course and the intended completion date. Please indicate if this is an undergraduate or postgraduate programme
- Title and short abstract, giving context to the research (max 100 words)
- Aim of the project and objectives with a description of how the fieldwork/ data collection will contribute to the overall project (max 250 words)
- Location of research area including the latitude and longitude (These are used by the RGS-IBG to geocode information about projects we support)
- A full description of the proposed research, including field site, methodologies and a timeline (max 500 words)
- Duration of fieldwork/research with start and intended end date
- Details of links with host country, including permissions and collaborations (max 250 words)
- A risk assessment and safety management plan, and details of appropriate ethical approvals (see conditions of award, 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. All details of other funding gained or applied for should be included.

- Please do not send supporting documents such as previous reports, these will not be used when screening the applications.

Please indicate how you heard about the Henrietta Hutton Research Grant.

### Data Protection

The information you provide in your application will be held by the Royal Geographical Society (with IBG) on a computer in accordance with the Data Protection Act 1998, and will be used only in connection with your application.

### Referee statements

- Two referee statements are required. One must be from your undergraduate/postgraduate supervisor.
- Please send each of your referees a copy of your application and the Referee Guidelines below and ask them to send the references directly to the Grants Officer by email by **18 January**. Applications will be jeopardised if referee statements are not received on time. References form a critical part of the judging process.
- Receipt of all materials will be acknowledged.

### Selection process

- Applications will be assessed by an external panel of experts.
- There are no interviews for this award.

### Conditions

- The RGS-IBG requires that the research it funds be conducted in an ethical and responsible manner. **All RGS-IBG awards are conditional on your Institutions approval of the projects risk assessment and ethical considerations. Please provide information on the status of approvals in your application.**
- Full details of the Society's code of practice for the grants programme can be found at [www.rgs.org/grants-ethics](http://www.rgs.org/grants-ethics).
- The Society will not fund projects that take place in countries or within an area where the UK Foreign and Commonwealth Office (FCO)

advises against all travel before the project goes into the field.

- Personal medical insurance must be in place for all team members before departure.
- **Within a month** of completion of the fieldwork/data collection, you will be required to complete a short report. High resolution JPEG images which capture the essence of the project (the research problem, methods and findings) are also required.
- 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), digital images that capture the spirit of the project and its results, a final budget, and details of presentations, publications and any other outputs.
- Award details, including text and images from reporting, may be used in publications and on the Society website.
- 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.

### 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/grants](http://www.rgs.org/grants).**

Applicants may only have one Society grant application pending at any one time. For more information, please read our Frequently Asked Questions, [www.rgs.org/grantfaqs](http://www.rgs.org/grantfaqs).

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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 undergraduate students registered with a UK Higher Education Institution. 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 a critical evaluation of:

- The proposed project's strengths and weaknesses 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 submit your **signed reference statement on letter headed paper** to the Grants Officer by email (details below) before **18 January**.

The Society would like to thank you in advance for your assistance. Your reference will be acknowledged by email.

### Contact

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