First, ask your Department to ascertain if any equipment is available to loan prior to making a request to Smuts for equipment. Second, if no equipment is available for loan from your department, then seek the help and recommendation of Mr Maciej Pawlikowski ([mmp28@cam.ac.uk](mailto:mmp28@cam.ac.uk)/[photo@lib.cam.ac.uk](file:///\\internal\division\academic%20division\student%20ops%20and%20policy\International%20Student%20Team\Mobility%20and%20scholarships\SMUTS\SMUTS%202013-14%20onwards\Research%20Grants\Old%20application%20forms\photo@lib.cam.ac.uk)) Digital Content Unit, Cambridge University Library using the form below.

Third, all equipment purchased through an AVA Grant from the Smuts Memorial Fund must have adequate insurance as the equipment will need to be returned to your Department in good working order.

*The equipment purchased with an AVA award remains the property of the Smuts Fund and all equipment should be returned when the fieldwork trip is completed.*

*If the equipment is damaged, it should be repaired on your own insurance. If equipment is not returned, you may be liable to return the AVA funding to the Smuts Memorial Fund.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part I** |  |  | | | | |
| A : |  | Type of audio-visual equipment applied for and why this particular type of equipment is essential for your purposes | | | | |
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|  |  |  | | | | |
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|  |  |  | | | | |
| B : |  | The techniques to be employed and their precise role in the methodology of your project | | | | |
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| C : |  | The method of analysis of the results | | | | |
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| D : |  | Any ethical issues that might arise from the use of methods outlined in B above. | | | | |
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| E : |  | Expected departure date (Applicants must allow 14 days between purchasing equipment and consumables and departure) | | | | |
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**AVA Assessment (contd.)**

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| Part II | Supervisor’s comments on the application | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  | I regard the provision of audio-visual equipment for the purpose described above as | | | | | | | | | | | | |
|  | (please tick) | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  |  | Necessary | |  | | | Desirable | | |  | | Unnecessary | |
|  |  | | | | | | | | | | | | |
|  | The level of equipment needed for this purpose would be | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  |  | Sophisticated | | |  | | | Unsophisticated | |  | | Not applicable | |
|  |  | | | | | | | | | | | | |
|  | Other comments: | | | | | | | | | | | | |
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| Will the equipment and consumables be purchased through the Departments account? YES/NO | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Name of Supervisor | | |  | | | Signature | | |  | | Date | |  |
|  | | | | | | | | | | | | | |

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| **Part III** | |  |  | | | | | | | |
|  | **Recommendation by Mr Maciej Pawlikowski** to the Managers of the Smuts Memorial Fund on the equipment most suitable for the purpose described above and its current cost (including VAT) | | | | | | | | | |
|  |  | | | | | | | | | |
|  | Please supply a separate A4 detailed list detailing the equipment recommended by Mr Pawlikowski, please sign this list and ensure you get Mr Pawlikowski to sign confirming the recommendation. **It is your responsibility to obtain Mr Pawlikowski’s recommendation, any list received without Mr Pawlikowski’s signature will not be processed.** | | | | | | | | | |
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|  | | | |  | | |  |  | |  |
|  | | | | Total cost/value of equipment recommended | | | £ |  | |  |
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|  | | | |  | | |  |  | |  |
| Signature confirming recommendation | | | | | |  | Date | |  |  |
|  | | | | |  | | | | | |
|  | | | | | Mr Pawlikowski, Digital Content Unit, Cambridge University Library | | | | | |

Forms should be returned as an email attachment to

Lucy Gager [international.students@admin.cam.ac.uk](mailto:international.students@admin.cam.ac.uk)