**Exceptional Accommodation Request Form**

**Exceptional request guidance**

This form is for applicants who exceptionally require accommodation suitable for families in order for their proposed visit to take place.

Awards are normally made based on the provision of accommodation to the award holder themselves only in Principal’s House, which is our dedicated on-campus accommodation facility. This accommodation is not suitable for families. We recognise, however, that in some cases a visitor has caring responsibilities which mean it is impossible for them to visit Bristol without being accompanied by their families. We therefore have a budget set aside to cover the costs of external accommodation for families in exceptional circumstances where the lack thereof would be a significant barrier to participation. This could be, for example, where the applicant has very young children, where a member of the family has particular caring requirements, and/or the applicant is a sole carer. There is a limited amount of funding available to pay for external accommodation suitable for families, so please carefully consider whether you need to request that an exception to be made for your visit, and ensure you refer to the guidance on the [call webpage.](http://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/follow-on-fund/)

If your application is successful, the IRD team will provide a financial contribution of up to £700 per week of your approved visit towards your external accommodation costs. Please be aware that if your application is successful you will be responsible for finding and booking accommodation in Bristol which is suitable for your family’s needs, although the IRD team can provide you with some suggestions. It will also be your responsibility for making any other arrangements such as travel for your family members and/or school provision.

Please complete all sections of the below form electronically and submit as a PDF file to [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk) as an attachment to your main application. Please delete the italicised grey guidance notes before submission, and adhere to the 100 word limit. Applications which do not comply with these rules will be considered ineligible.

**Exceptional request form**

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| **Exceptional Accommodation Request** | |
| **Applicant** | |
| Visitor’s name |  |
| UoB host’s name |  |
| Scheme applied to | *E.g. BBM Follow-on Fund* |
| **Justification for exception request** | |
| *Maximum 100 words*  *Please provide a brief explanation of why the visitor exceptionally requires external accommodation suitable for families.*  *We recognise that this can be a sensitive topic, so we do not require extensive personal details.* | |