**PGR training fund request**

**(A separate application is required for each event)**

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| **APPLICANT INFORMATION** | |
| **Student name:** |  |
| **Supervisor name:** |  |
| **Mode of attendance:** | Full-time  Part-time  Continuation |
| **School:** |  |
| **Source of project funding (if known)** |  |
| **PURPOSE OF FUNDING REQUIRED** | |
| 1. External conference/training attendance | |
| 1. Fieldwork / Other activity (HUMSS only) | |
| 1. Network development i.e., research workshops, seminars, or conference organisation | |
| 1. Other (i.e., equipment, software) | |
| **ALTERNATIVE SOURCES OF FUNDING** | |
| Please provide details of any applications made to other funders (including funding councils, industry, supervisor, school, KPA) to support this activity: | |

**Please complete the following sections, as appropriate, and return to your Faculty PGR administrator**

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| 1. **EXTERNAL CONFERENCE / TRAINING ATTENDANCE** | | | |
| **Title:** |  | | |
| **Organisation:** |  | | |
| **Location:** |  | | |
| **Dates:** | From: Click or tap to enter a date. | To: Click or tap to enter a date. | |
| **Website link:** |  | | |
| **Early bird fee deadline date:** | Click or tap to enter a date. | | |
| **Justification e.g., purpose, importance to your research, personal or professional development:** | | | |
| **For training requests only** | | | |
| **Have you checked this training is not offered internally via the** [**KDA**](https://keeleacuk.sharepoint.com/sites/KU-ResearchandInnovationSupport/SitePages/Training-Centre.aspx)**?** | | | Yes  No |

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| 1. **FIELDWORK OR OTHER ACTIVITY (HUMSS only)** | | |
| **Justification e.g., purpose, importance to your research, personal or professional development:** | | |
| **Location (if applicable):** |  | |
| **Dates (if applicable):** | From:Click or tap to enter a date. | To: Click or tap to enter a date. |

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| 1. **NETWORK DEVELOPMENT IE RESEARCH WORKSHOPS, SEMINARS OR CONFERENCE ORGANISATION** | | | | | |
| **Full details e.g., the details of the event, purpose, importance to yours (or others) research, personal or professional development:** | | | | | |
| **Title / Subject Area(s):** |  | | | | |
| **Location:** |  | | | | |
| **Dates:** | From:Click or tap to enter a date. | | To:Click or tap to enter a date. | | |
| **No. of Keele University students expected to attend:** |  | **No. of non - Keele University students expected to attend:** | | |  |
| **Reporting / legacy** |  | | | | |
| **Have you checked this activity is not available via the** [**KDA**](https://keeleacuk.sharepoint.com/sites/KU-ResearchandInnovationSupport/SitePages/Training-Centre.aspx)**?** | | | | Yes  No | |

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| 1. **OTHER (i.e., equipment, software)** | |
| **Full details e.g., purpose, importance to your research etc:** | |
| **Supplier (if known):** |  |

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| **FUNDING REQUESTED**  **For details of allowable travel & subsistence expenses see** [**https://www.keele.ac.uk/finance/accountspayable/travelandexpenses**](https://www.keele.ac.uk/finance/accountspayable/travelandexpenses) | | | |
| **Item** | **Details** | | **Total** (approx.) |
| **Conference/Course fee** |  | | £ |
| **Personal accommodation** | Arrival: Click or tap to enter a date. | Departure:Click or tap to enter a date. | £ |
| **Personal travel** | Flight from: | Flight to: | £ |
| Rail from: | Rail to: | £ |
| Mileage from: | Mileage to: | £ |
| Other: (i.e., bus, taxi, parking, please detail in full) | | £ |
| **Subsistence** *(Allowances can be viewed* [*here*](https://keeleacuk.sharepoint.com/sites/finance-intranet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffinance%2Dintranet%2FShared%20Documents%2FAccounts%20Payable%2FGuides%2C%20deadlines%20and%20forms%2FGuides%2FTravel%20Procedures%20%20and%20Guidelines%20Latest%20%2D%20Staff%20Only%2Epdf&parent=%2Fsites%2Ffinance%2Dintranet%2FShared%20Documents%2FAccounts%20Payable%2FGuides%2C%20deadlines%20and%20forms%2FGuides) *page 12).* |  | | £ |
| **Other:** *(please specify)* |  | | £ |
| **Total requested** |  | | £ |
| **For networking development requests only** | | | |
| **Speaker accommodation *(list by speaker - attach separate list if needed)*:** | Arrival:Click or tap to enter a date. | Departure:  Click or tap to enter a date. | £ |
| **Speaker travel *(list by speaker- attach separate list if needed):*** | Flight from: | Flight to: | £ |
| Rail from: | Rail to: | £ |
| Mileage from: | Mileage to: | £ |
| Other: (i.e., bus, taxi, parking, please detail in full) | | £ |
| **Student travel *(no. of students)*:** | Flight from: | Flight to: | £ |
| Rail from: | Rail to: | £ |
| Mileage from: | Mileage to: | £ |
| Other: (i.e., bus, taxi, parking, please detail in full) | | £ |
| **Total requested:** |  | | £ |
| **Disability and Reasonable Adjustments** | | | |
| If you have a disability and are requesting funding in excess of standard costs to cover for reasonable adjustment, please provide a brief explanation here: | | | |
| **Insurance information is available at** [**https://www.keele.ac.uk/intranet/finance/insuranceoffice/travelinsurance**](https://www.keele.ac.uk/intranet/finance/insuranceoffice/travelinsurance) | | | |

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| **SIGNATURES** | | |
| Student: |  | Date: Click or tap to enter a date. |
| Please confirm you have completed the Keele University Risk Assessment Form (available [here](https://www.keele.ac.uk/intranet/finance/insuranceoffice/travelinsurance/travellingoverseas-policyandriskassessment)) | Yes  No | |
| Supervisor: |  | Date: Click or tap to enter a date. |
| Supervisor comments: | | |

**For Office use only:**

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| **APPROVAL** | |
| **Date:** | Click or tap to enter a date. |
| **Amount:** | £ |
| **Name of approver:** |  |

**Important information**

**Who can apply?**

All PGR students in full-time or part time study can apply for research funding support.

**Completion and submission of the form**

All requests must be submitted prior to the activity, as retrospective requests cannot be considered. Please submit your application well in advance of your event to ensure that your application can be considered and the outcome advised, prior to any financial commitment.

The application form is available via <https://www.keele.ac.uk/study/postgraduateresearch/kda/resources/> and it should be submitted to your Faculty PGR Administrator.

* Medicine and Health Sciences [FMHS\_pgradmin@keele.ac.uk](mailto:FMHS_pgradmin@keele.ac.uk)
* Natural Sciences [FNS.pgr@keele.ac.uk](mailto:FNS.pgr@keele.ac.uk)
* Humanities and Social Sciences [HUMSS.pgr@keele.ac.uk](mailto:HUMSS.pgr@keele.ac.uk)

When costing your travel and accommodation, please use the Key Travel system as comparison site prices cannot be matched and Key Travel may have alternative flight combinations.

**Review of Applications**

Applications will be considered by your Faculty PGR Committee with support from academic research staff (as applicable to the funding being provided). Award amounts will depend upon the funds available. Please note that while we fully fund some applications, in other instances we may only contribute to part of the costs or not fund at all. Please therefore do not assume that your application will be funded or funded in full. Your PGR Administratorwill email applicants with the decision reached.

Appeals concerning the decision reached should be made by email to the PGR Administrator who will then consult with your Faculty approver and academic colleagues.

**After your trip**

Please submit a Non-staff Expense Claim Form (TRAVC2) <https://www.keele.ac.uk/finance/accountspayable/standardforms/#expenses-standard-forms> to you Faculty PGR Administrator, with receipts. Ensuring you have followed the expenses guidelines for subsistence allowances etc.

It is important to note that expenditure can only be reimbursed if validated by receipts. Please keep all receipts.

**Purpose of funding**

We have identified the main research activities for which students have requested funding.

If your activity comes under ‘other’ you must provide clear details about the research activity you are proposing to undertake.

**Students should refer to their Faculty PGR handbooks for further guidance on the types of activities their Faculty training funds will support and the amount of funding available.**

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| 1. **External**   **Conference/Training** | We may be able to fund applications for costs associated with external conferences/training. Please make your application as soon as you know you wish to attend.  We will consider the costs of research training where it is felt you will benefit from this. Please be as explicit as you can in explaining why you wish to attend this training. Funding for training will include travel and accommodation where appropriate. |
| 1. **Fieldwork/Other (HUMSS only)** | We may be able to fund applications for costs associated with fieldwork and research visits. This includes, but not limited to, visits to archives, visits to consult materials in libraries or collections, visits to conduct interviews.  Interlibrary loan vouchers should be applied for under this category. |
| 1. **Network**   **Development/ Research Workshop/**  **Seminar Organisation/ Conference Organisation**  **4. Other** | Research networking in its simplest form could be described as a group of people, with shared interests and common goals, who may be collaborating on a grant proposal, a future conference, or a forthcoming publication. We are supportive of this kind of activity provided that it is established on a formal basis and there are real opportunities for research outputs arising from the events.  Activities such as seminar series and workshops can be supported, provided that the activity is fully documented (i.e., outline plan for the activity and post activity reports). This includes the activities of smaller and/or informal groups. A convenor should submit the application on behalf of the members of the group. This might involve inviting academics to Keele University or organising group training. We strongly encourage you to consider developing your own workshops or other network events using this funding.  **Network Development**  This is for an event designed to bring PGR students together, across disciplines and/or across geographical distance. This might be a network event to bring students from different disciplines together to talk and exchange ideas, or it might be to bring students from the same discipline together from across the country.  **Research Workshop/Seminar Organisation**  This funding is for a workshop or seminar event around a particular theme. It might involve paying speaker expenses, and catering costs. The expectation is that workshops/seminars will have a strong cross-disciplinary element. Workshops/seminars which engage beyond academia (e.g., having speakers from industry or other organisations, or inviting the general public) will be viewed particularly favourably.  **Conference Organisation**  This will fund a conference with significant external attendance. It might be organised as part of a subject group or independently. Given the scale of running a conference, you would be expected to have strong support from your supervisor and other academic staff at Keele. In addition to judging the academic value of the proposed conference, the funding panel would focus on the risks involved in an undertaking of this scale, and how these had been identified and addressed.  **Details of event:** Please detail the structure the event will take, who the speakers will be (if known), a preliminary schedule (if known), if staff/students outside the University will be invited, if this fits into a wider programme of events.  **Key organiser:** This will be the lead student organising the event.  **Date and time:** If the exact date and time of the seminar, workshop or conference is not yet known, please give an indication of when the event will take place (e.g., the month).  **Subject areas:** Please list all the disciplines of those who will be  involved in organising this event.  **Location:** If the exact location is not yet known, please at least indicate the institution at which the event will be based.  **Estimated number:** Please detail the number of students who are  Expected to attend, indicating the breakdown  between Keele students and non-Keele students.  **Reporting/Legacy:** Please indicate what kind of lasting resource or  record you expect to produce. This may be a video  or podcast of all/part of the event. Feel free to  suggest alternatives appropriate to the nature of  the event but it is a condition of the award that  organisers should be willing to create a resource of  this kind.  **Amount requested:**  Please be as specific as possible, within the overall  cost limits for each type of event.  We may be able to fund applications for equipment and software. Please be as explicit as you can with the reasons why it is required. |