|  |  |
| --- | --- |
|  | **Faculty of Humanities and Social Sciences**  **PGR Research Funding Application (PGRRF)**  **(Financial Year 1st August 2022 - 31st July 2023)**  **(A separate application is required for each event**  **– retrospective requests will not be considered)** |

**PLEASE DO NOT FILL OUT THE FORM ON TEAMS OR IN YOUR WEB BROWSER. INSTEAD DOWNLOAD THE DOCUMENT AND OPEN IT ON YOUR COMPUTER. THE FORM SHOULD THEN BE EMAILED AS A WORD DOCUMENT TO** [**humss.pgr@keele.ac.uk**](file:///C:/Users/Utilisateur/Downloads/humss.pgr@keele.ac.uk)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT DETAILS** | | | | | | | | |
| **Name:** |  | | **Email:** |  | | **Mode of Attendance:** *(FT/PT) Check box by double-clicking* | | |
| Full-time | | Part-time |
| **School: *(please tick)*** | | | | | | | | |
| Humanities | | KBS x | | | Law | | SPGS | | |

|  |  |
| --- | --- |
| **ELIGIBILITY CHECKLIST** | |
| ***Please see guidance notes at the end of this application for further guidance on eligibility.*** | |
| * Are you the holder of a AHRC or ESRC studentship? * If so, have you sought funding from AHRC/ESRC prior to submitting this form? * Are you in receipt of any other funding (eg GTA; non-DTP studentship etc.)   If yes, please give details:   * Are you up to date with your PDLP and Progress Review? * Are you currently under continuation status? * Have you already received PGRRF funding this academic year? | YES/NO  YES/NO    YES/NO  YES/NO    YES/NO |
| ***If you feel you do not meet eligibility criteria because of exceptional circumstances, please explain.*** | |
|  | |

|  |  |
| --- | --- |
| **PURPOSE OF FUNDING** | |
| **Purpose of Funding *(please X)***  ***Please see guidance notes at the end of this application form for further details of types of funding*** | |
| 1. Conference Attendance (must be presenting a paper)  2. Research Training  3. Fieldwork/Other Activity  4. Network Development/Research Workshop/Seminar Organisation/Conference Organisation |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Conference Attendance** | | | | |
| **Period of Event:** | **Date from:** |  | **Date to:** |  |
| **Early Bird Conference Fee Deadline Date:** |  | | | |
| **Location of Conference:** |  | | | |
| **Conference Website Address:** |  | | | |
| **Title of Paper:** | **Accepted or pending confirmation *(please delete as appropriate)*** | | | |

|  |
| --- |
| 1. **Fieldwork or Other Activity** |
| ***Full details of fieldwork or other activity e.g. purpose, date/s, location*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Research Training** | | | | |
| ***Full details of training, why it is more suitable than training available at Keele University, and how it will be useful to you (Please attach supplementary information if needed)*** | | | | |
| **Period of Event:** | **Date from:** |  | **Date to:** |  |
| **Early Bird Registration Fee Deadline Date:** |  | | | |
| **Location of Training:** |  | | | |
| **Training Website Address:** |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Network Development, Research Workshops/Seminar Organisation/Conference Organisation** | | | |
| **Details of the event *(see application guidance notes below)*** | | | |
| **Key Organiser:** |  | | |
| **Date/Time of Event:** |  | | |
| **Location of Event:** |  | | |
| **Title/Subject/Area:** |  | | |
| **No. of Keele University Students Expected to Attend:** |  | **No. of Non-Keele University Students Expected to Attend:** |  |
| **Reporting Legacy** | | | |
| ***(See guidance notes below)*** | | | |

|  |
| --- |
| **Justification of Funding**  ***Please indicate why attending this conference, doing this fieldwork or undertaking this activity is important to your research Please indicate what impact this will have on your own research. (If necessary, attach any supporting documentation)*** |
|  |

|  |
| --- |
| **Alternative Sources of Funding**  ***Please provide details of any applications made to other funders to support this activity*** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Requested**  ***Please note full details are required for application to be considered***  ***Please contact humss.pgr@keele.ac.uk*** | | | |
| **Item of Expenditure** | **Full Details of Costing** | | **Total £** |
| **Conference/Course Fee** |  | | £ |
| **Personal Accommodation**  ***(up to £65 per night B&B)*** | Arrival date: | Departure date: | £ |
| **Personal Travel**  Full breakdown required  Flight to be economy class  Rail to be standard class, off peak if possible  Mileage is paid at 45p per mile for the first 100 miles and 20p per mile thereafter, from either Keele or home, whichever is the nearest | Flight from: | Flight to: | £ |
| Rail from: | Rail to: | £ |
| Mileage from: | Mileage to: | £ |
| Other: (please detail in full) | | £ |
| **Speaker Accommodation *(list by speaker - attach separate list if needed)*:**  *(up to £65 per night B&B)* | Arrival date: | Departure date: | £ |
| **Speaker Travel *(list by speaker- attach separate list if needed):***  Flight to be economy class  Rail to be standard class, off peak if possible  Mileage is paid at 45p per mile for the first 100 miles and 20p per mile thereafter, from either Keele or home, whichever is the nearest | Flight from: | Flight to: | £ |
| Rail from: | Rail to: | £ |
| Mileage from: | Mileage to: | £ |
| Other: (please detail in full) | | £ |
| **Student Travel *(no. of students)*:**  Full breakdown required  Flight to be economy class  Rail to be standard class, off peak if possible  Mileage is paid at 45p per mile for the first 100 miles and 20p per mile thereafter, from either Keele or home, whichever is the nearest | Flight from: | Flight to: | £ |
| Rail from: | Rail to: | £ |
| Mileage from: | Mileage to: | £ |
| Other: (please detail in full) | | £ |
| **Other:** *(please specify)*  ***Note: subsistence will not be funded*** |  | | £ |
| **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.*** |

|  |
| --- |
| **Risk Assessment** |
| ***Please note that any projects requiring overseas travel will require a Risk Assessment to be completed at the point of application. If this is the case, please attach your completed risk assessment to the application.***  [https://keeleacuk.sharepoint.com/sites/finance-intranet/SitePages/Travelling-overseas---policy-and-risk-assessment.aspx](https://keeleacuk.sharepoint.com/sites/finance-intranet/SitePages/Travelling-overseas---policy-and-risk-assessment.aspx?xsdata=%3D&sdata=RGRsK0NEblFTNythK3RsOWJGZEY2WnRoeFVYVUNzYWFSZUx4ajZzcU1QRT0%3D&ovuser=2bbbf3ee-b668-4df9-b063-598945c3d466%2Cd.bailey3%40keele.ac.uk) |

|  |  |  |
| --- | --- | --- |
| **ALL APPLICATIONS – LEAD SUPERVISOR’S COMMENTS** | | |
| ***Must be completed prior to submission of application*** | | |
| **Lead supervisor’s name:** |  | **Date:** |
| **Comments (Please indicate how or why this funding is important for supporting the student’s research)** | | |

**For Office use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PGR Committee Approval**  ***To be completed by the Office*** | | | |
| **Date Received** |  | **Funding awarded 2022/3 to date** |  |
| **Approved** | Yes  No | **Amount:** | £ |
| **Authorised by** |  | **Signed:** | Date: |

|  |
| --- |
| **Feedback on Application** |
|  |

**Please complete electronically and email as a Word document to** [**humss.pgr@keele.ac.uk**](file:///C:/Users/Utilisateur/Downloads/humss.pgr@keele.ac.uk)

**PGR Research Funding Guidance Notes**

**Who can apply?**

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

Continuation students are not eligible to apply.

AHRC/ESRC students must seek funding from the DTP prior to completing any PGRRF form.

Only students whose PDLP is up to date and who have completed their latest Progress Review are eligible to apply for PGRRF funding.

We will not normally fund students more than once per academic year (though we will consider exceptions on a case-by-case basis). It is therefore advisable to discuss your funding needs and priorities with your supervisor.

**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 and Risk Assessment (if required) well in advance of your event, and prior to call closing dates outlined below to ensure that your application can be considered in time and that you can be advised of the outcome prior to any financial commitment.

**Review of Applications**

Applications will only be considered by the PGR Committee, which meets throughout the academic year. Awards are made on the basis of academic merit and the award amount will depend upon the remaining funds available and budgetary situation at the time of the review. Please note that while we fully fund some applications, in other instances we may only make a contribution to the costs or not fund at all. Please therefore do not assume that your application will be funded or funded in full. The PGR Administrator will email applicants with the decision reached following the PGRC.

The total sums awarded to individuals during the academic year (along with their claims for inter-library loan vouchers) are recorded and reported to the PGR Committee.

Appeals concerning the decision reached should be made by email, to the Faculty PGR Director with **the PGR administrator (humss.pgr@keele.ac.uk)** copied in.

**Purpose of funding**

We have identified the main research activities for which students have requested funding in the past. These categories have been included on the form as a tick box. If your activity comes under ‘other’ you must provide very clear details about the research activity you are proposing to undertake.

|  |  |
| --- | --- |
| **1. Conference Attendance** | We expect that students requesting funding to attend conferences will be presenting a paper. Students who wish to attend conferences for their personal development should fund this either through external applications or personally. Please make your application as soon as you know you wish to attend the conference, even if you are awaiting notification that your paper has been accepted. We can make a decision pending acceptance. Please note that conference dinners (where extra to the conference fee), and subsistence will not be funded. |
| **2. Fieldwork/Other** | We may be able to fund modest applications for costs associated with fieldwork and research visits. This includes, but is not limited to, visits to archives, visits to consult materials in libraries or collections, visits to conduct interviews, and Disclosure and Barring Services checks. We do not normally fund transcription costs.  We will consider other cases where students request support. Please be as explicit as you can in completing the form, and provide supporting documentation where possible.  Interlibrary loan vouchers should be applied for under this category. |
| **3. Research Training** | 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. |
| **4.Network Development/Research Workshop/Seminar Organisation/Conference Organisation** | 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**  (limited funding available)  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**  (limited funding available)  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**  (limited funding available)  This will fund a conference with significant external attendance. It might be organised as part of a subject group (e.g. BSA), 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, or a report for an online blog.  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.  Please note advance payments and third-party payments cannot be made. |
|  |  |
|  |  |

**Application Guidance**

**Period in which the event takes place:**

It is very important for our planning of resources that you tell us the dates when your proposed activity is due to take place. That will enable us to commit money to this project if awarded. You should also be aware that money can only be awarded in the financial year that the individual/university will benefit. (The University financial year is 1st August to 31st July.) This means that you cannot ask us in May for financial support which will not be expended until September. In this example, you would need to wait until after the 1st August to request funding for September. An exception to this would be if there is an opportunity to book an ‘**early bird rate’**. Please contact [humss.pgr@keele.ac.uk](file:///C:/Users/Utilisateur/Downloads/humss.pgr@keele.ac.uk) for additional information.

Funding provided must be spent by 3rd June 2023.

**Criteria**

The applications will be judged by the Faculty Postgraduate Research Committee. The criteria for judging these will include the following (but will not have to cover all things on the list):

* Potential for academic and/or non-academic impact: to what extent will the proposed activity benefit a range of stakeholders?
* Benefit to the applicant: how will the activity add to the applicant’s transferable skills?
* Feasibility: will the proposal deliver? Are there risks (including reputational risks) which have not been addressed?

**Deadline for Application**

The Faculty PGR Committee meets every eight weeks and will process funding applications on a rolling basis. Meetings this academic year will be held w/c 17th October 2022; w/c 12th December 2022; w/c 6th February 2023; w/c 3rd April 2023; w/c 29th May 2023 (with additional meetings during the summer falling outside this financial year). For your application to be processed at the next available Committee meeting, it will have to be received by **4pm on the preceding Wednesday**, i.e.:

* 12th October 2022
* 7th December 2022
* 1st February 2023
* 28th March 2023
* 24th May 2023

Applications received after those cut-off points will be processed at the following Committee meeting.

Please note that your supervisor will need to sign off the form before you submit this and associated Risk Assessment if required.

Applications and associated Risk Assessments will need to be submitted to [humss.pgr@keele.ac.uk](file:///C:/Users/Utilisateur/Downloads/humss.pgr@keele.ac.uk).

**Include all Costs**

When completing the application form, please make sure to include*all* of the costs you wish to apply for. You will not be able to add costs retrospectively if you have not included them in the application, so you will need to source formal quotes from suppliers prior to applying.

**Processing of Expenditure**

Your request should be processed through **the PGR administrator** by one of the following methods:

**A purchase order:**

Purchase orders can be raised for travel and accommodation if you provide [humss.pgr@keele.ac.uk](file:///C:/Users/Utilisateur/Downloads/humss.pgr@keele.ac.uk) with your requirements. If ordering from an approved supplier, it is critical that purchase orders are raised in advance for all University commitments. This includes all goods and services.

**Non-staff expenses**

**Link: https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/**

Expenses are paid directly into a bank account.

When making a claim through non-staff expenses, to ensure prompt payment please:

* Complete the form with full details of your expenditure such as the title of the conference and date/s attended, travel/taxis to and from locations etc. and ensure the form is signed.
* Ensure full bank details are included and the form is signed.
* Attach original receipts/tickets or other supporting documentation. Photocopies are not acceptable. **Please note that credit/debit card vouchers e.g. Visa receipts, are not admissible as receipts**- an official detailed receipt should be obtained when using this method of payment. All receipts should be attached to the claim for reimbursement.
* Mileage should be calculated at 45p per mile for the first 100 miles and 20p per mile thereafter, from either Keele or home, whichever is nearest to the site of research activity.
* Air travel must be economy class only.
* Rail travel must be standard class and off peak where possible (unless first class is cheaper in which case evidence should be attached to the claim).
* Accommodation can be claimed up to a maximum value of £65.00 B&B per night.
* Subsistence and alcohol will not be reimbursed.
* Claims for reimbursement should be made **immediately after the event** (or can be made before the event if you have paid in advance e.g. conference fee, pre-booked rail ticket).
* Please submit your claim to [humss.pgr@keele.ac.uk](file:///C:/Users/Utilisateur/Downloads/humss.pgr@keele.ac.uk)