Institute for Lifecourse Development

UNIVERSITY OF GREENWICH

Institute for Lifecourse Development

Postgraduate Researcher Competitive Funding Scheme Guidance for Completing the ILD funding Application Form 2026/2027

Faculty of Education, Health, and Human Sciences

This guidance must be used for all ILD PGR Competitive Funding requests. You should discuss the application with your supervisors. All requests must be signed off by the Centre/Practice Lead, Programme Leader and First Supervisor before you submit your application to the ILD funding panel.

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1. Eligibility

The Institute for Lifecourse Development (ILD) has allocated a budget for Postgraduate Researchers (PGRs) studying for an EdD or MPhil/PhD in the Faculty of Education, Health, and Human Sciences to apply for competitive funding to support their research. This may include but is not limited to:

- compensating participants for participating in research

- purchasing equipment or software licences necessary for studies
- presenting research findings at a conference
- training to enhance studies.

PGRs may normally apply for a maximum of £1000 in total in one academic year. PGRs can apply more than once per year if they don't go over £1000 in total. This applies to both part-time and full-time students.

All applicants must be current University of Greenwich PGRs and be affiliated to an ILD Research and Practice Centre and actively engage with the Centre.

Applicants in receipt of ILD funding may be asked to provide a written and / or verbal report on the associated research and knowledge exchange outcomes at a Centre meeting and are encouraged to present and promote their work at appropriate meetings and fora. Any events or projects partly funded or funded in whole by the ILD should acknowledge the ILD.

2. Application Criteria

All applications will be scored by the ILD Competitive Funding Panel reviewers against the 2026/27 ILD Funding Applications Category Descriptors (see Appendix 1). Please ensure that you review these criteria when making your application.

The criteria are as follows:

- **Quality and alignment with FEHHS/ILD priorities**
- **Significance of the Potential Outcomes and/or Innovation of the Concept**
- **Applicant/team Quality & Capability, relative to opportunity.**

The category descriptors provide the ILD Competitive Funding Panel reviewers with some benchmarks for appropriately scoring each application, but it is not essential that all descriptors relating to a given score must be met. The descriptors are a guide to a "best fit" outcome and ensure equity, thoroughness and consistency.

PGR applicants must first have obtained ethics approval before applying for funding to support a research project (the ethics approval number must be provided in the application form below).

You must include all costs on this application form. Any expense claims received for items not approved on your funding application will be rejected. Costings must be at the most economical rate. Evidence of costings must be attached to the applications. If your funding application is approved and the final cost is more expensive than originally quoted, you will need to ask the ILD Director/Deputy Director for exceptional approval. You must advise the ILD if the approved funding is no longer required. Funding awards cannot be

carried over to the next financial year. The panel will reserve the right to partially fund attendance for any event rather than for the full amount requested.

For the purchase of goods and services please use university approved suppliers. This includes software license, translation services etc. Please note that any claims submitted from companies or individuals who are not University approved suppliers will be rejected and not paid**.**

Accessibility and reasonable adjustment costs
The ILD recognises that some applicants may incur additional expenses related to disability, long-term health conditions, neurodiversity, pregnancy, etc. Reasonable adjustment costs may be requested. Such costs will not disadvantage applicants during the review process.

The scheme will close on 27 May 2027. Any awarded funding must be spent by 30 June 2027. The funding call may close sooner if the budget threshold limit is reached. Any expense claims must be submitted for reimbursement within four months of the expenditure in line with the university expense policy, and before 30 June 2027 to meet financial year end deadlines.

Please note that the funding panel reserves the right to withdraw a grant offer at its discretion (i.e., if there are ethical concerns around the nature or conduct of a study, if it is unlikely that funds will be spent before 30 June 2027, or any other unforeseen circumstances). Please ensure that you have your PGR Competitive Funding application approved before paying any costs. Retrospective applications for funding will not be considered. No late applications will be considered. The ILD Competitive Funding Panel reviewers' decision is final, and no further correspondence will be entered into. If your application is unsuccessful, it may be possible to revise and resubmit your application to another meeting of the funding panel for consideration.

3. Application Process

Please complete the ILD funding application form referring to the ILD Funding Applications Category Descriptors (Appendix 1). Applications must be completed in full, with all required evidence and signatures. The link to the form including all attachments must be submitted to the ILD@gre.ac.uk.

All applications will be considered at ILD Funding Panel Meetings. New application deadlines will fall two weeks prior to each ILD Competitive Funding Panel meeting. Applications must be sent to ILD@gre.ac.uk by the advertised deadlines to be considered at the next ILD Competitive Funding Panel meeting. The dates of the meetings and deadlines for applications to be received are advertised on the ILD webpage: https://www.gre.ac.uk/institute-lifecourse-development/funding-schemes.

To ensure fair allocation of funding, Chair's Actions for funding requests will no longer be considered. Any applications made using previous forms or versions of this scheme will not be accepted.

4. Compensating participants for participating in research

ILD Competitive Funding can be used for the purchase of vouchers for participant incentives for research. Once an application is approved, the purchase of any vouchers must be made via the Procurement route (i.e., via Purchase Order sent to our approved suppliers). The following options are available.

- Prolific incentives. Applicants will need to create their own Prolific account and provide a quote from Prolific within their application form
- Vouchers. These are available in either e-voucher or physical form

*There is an additional delivery charge of £10.80 for any physical vouchers. Please note that Love2Shop vouchers usually expire within 12 months so please ensure that these are used for the approved purpose within the specified timeframe.

5. Purchasing equipment or software licences necessary for studies

ILD PGR Competitive Funding can be used for purchasing equipment to support research activity. Please note that laptops and any other IT peripherals/hardware cannot be purchased using ILD Competitive Funding, as per the university expenses policy.

Please note that any software purchases must have approval from the IT and Library Services (ILS) team.

For the purchase of goods and services, only university approved suppliers can be used in line with university policies (i.e. payment via invoice and purchase order). Any claims submitted from companies or individuals who are not university approved suppliers will be rejected and not paid. This also applies to translation and/or transcription services. Please remember to include VAT and import duty where relevant in your costings.

6. Presenting research findings at a conference

The ILD will only fund one trip for PGRs to attend a conference per year. **Only one trip to attend an overseas conference will normally be funded for the duration of the doctoral studies.** Applicants should discuss plans with their supervisory teams. Attendance at conferences or training events must take place while enrolled as a PGR at the University of Greenwich.

The ILD will not fund any conference related applications unless the applicant is presenting at the conference. Acceptance to deliver an oral or poster presentation at the conference must be peer reviewed and evidenced in the form of an email or letter from the conference organisers and included within the funding application form. PGRs may apply for funding for conference presentations after submission of their

abstracts. However, if the paper is subsequently not accepted by conference organisers or the conference is cancelled or postponed, then the offer of finance will be withdrawn. The panel will not normally consider multiple PGRs requesting to attend the same conference without justification from the supervisor(s).

Individual memberships/subscriptions to professional bodies are non-reimbursable expenses unless to reduce conference registration fees.

PGRs can and are encouraged to also apply for other external funding opportunities to support their application for funding and will be looked upon favourably by the panel if seeking additional funding to cover any shortfall in costs.

Criteria for booking travel

If your ILD Competitive Funding application is approved for conference attendance, please ensure that you adhere to the university's expense claim policy when booking travel (Section 4. UK Business Travel and Section 5 Overseas Travel): https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy.

Quotes for flights and accommodation must be provided as part of your application. Quotes must be provided by one of our recognised university suppliers:

- Clarity: universities@claritybt.com
- Diversity Travel: online@diversitytravel.com

PLEASE NOTE that finance will not reimburse any expense claims for flights booked via non-university travel providers, in line with the revised university expense policy. If you can find cheaper rail fares or hotel accommodation options from other suppliers, you must provide evidence of this in your application.

Please choose the most environmentally sustainable method of travel where possible. Taxis are only permissible under the university's expense policy if you are travelling at unsociable hours or in a location where no public transport is available. You must state the reason for requesting funding for taxis on your application form and include quotes in your application.

Criteria for requesting subsistence

UK

Please include quotes for any subsistence within your application form. For UK subsistence you must adhere to the university's expense claim policy (Section 4.2 Subsistence Rates for UK Business Travel): https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy. Any approved expense claims applications for subsistence must be claimed via an expense claim form following your trip. You must keep itemised receipts during travel and attach these when submitting your claim.

Overseas

Please include quotes for any subsistence within your application form. For overseas subsistence you must adhere to the university's expense claim policy (Section 5.4 Subsistence): https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy. In addition, all requests for subsistence overseas must be made in line with HMRC guidance: https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk.

Risk Assessment for Travel

If attending either a UK or overseas conference, you must complete a travel risk assessment before any travel can be booked and paid for. All University related travel should be recorded on the FORESIGHT system. This replaces the previous paper-based approvals. **As the traveller, you must complete the Risk Assessment on Foresight yourself once your ILD Funding application has been approved.** When selecting an approver on FORESIGHT please choose the relevant approver from your School.

7. Training to enhance doctoral studies

Applications for short courses/training will be considered; however, PGRs will need to make a very strong case why attendance for this course is necessary. The needs for this training must have been identified after a PGR has joined the university and commenced the programme. Training cannot have been identified or offered during the recruitment process or after completion (and the PGR is no longer enrolled in the programme).

Full quotes indicating the cost of the training must be provided within the application form. Funding cannot be carried over to the next academic/financial year if a training course has been postponed.

8. Use of Artificial Intelligence (AI) in ILD Applications

The Institute for Lifecourse Development (ILD) will be adopting the UKRI policy on the use of artificial intelligence (AI) in the preparation and assessment of funding applications for all ILD funding schemes.

Use of generative artificial intelligence in application preparation and assessment – UKRI

This is intended to support transparency, research integrity, and responsible research practice throughout the funding process and aligns with ILD's commitment to equality, diversity and inclusion by helping to ensure that all applicants are assessed fairly, consistently and transparently.

In addition, the guidance encourages the responsible use of AI, recognising that these tools can have a significant environmental impact through their energy and resource consumption. Establishing clear expectations therefore supports both equitable access to funding opportunities and sustainability.

Applicants may use generative AI tools to support the development of an ILD funding application, but they remain fully responsible for the accuracy, originality, integrity and content of the submission. Sensitive, personal or confidential information should not be entered into AI tools, and applications must comply with intellectual property and data protection requirements.

Where AI has been used substantively (for example, to generate ideas, analyse information, compare literature, generate or refine code, draft an abstract or draft sections of the application form), applicants should declare this in their application. Use of AI for basic language editing, translation, formatting or word-count reduction does not need to be declared.

Applicants must not use AI to generate all or substantial sections of an application without meaningful human input and oversight. Any AI-generated content must be checked to ensure it is accurate and does not contain fabricated, plagiarised, misrepresented or otherwise inappropriate material.

9. Assessment criteria

We would encourage all applicants to consider the following points, as reflected within the ILD Funding Applications Category Descriptors 2026/27(Appendix 1). As noted above it is not essential that all descriptors relating to a given score must be met. The descriptors are a guide to a “best fit” outcome and ensure equity, thoroughness, and consistency.

1. **Alignment with FEHHS/ILD Priorities**
   - Does the conference, event or research activity align with FEHHS/ILD mission, goals, and strategic priorities/plan on a page?
   - Is it targeting the appropriate audience with potential to reach key stakeholders?
   - Does it address a critical need or gap within the field, and does it have the potential to create positive change?
2. **Programme Quality and Potential Impact**
   - Is the conference, event or research activity well-structured, relevant, and engaging? Do conferences/events have high-quality speakers and sessions?
   - Are the learning objectives clearly defined and achievable, and does the conference, event or research activity offer opportunities for knowledge exchange and skills development?
   - What is the potential impact on attendees, the broader field, and the wider community? Will it lead to new collaborations, innovations, advancements in knowledge, timely completion of the doctorate, publications?
3. **Sustainability and Cost Effectiveness**
   - Consider plans for long-term sustainability, including strategies for securing future funding and building a strong community of support.
   - Is the conference, event or research activity cost-effective, whilst offering value for the investment?

- Environmental impact

4. **Track Record**
   - Track record of applicant.
   - For conferences, please also consider whether the organiser has a proven track record of delivering successful events?
5. **Consider whether the conference, event, or research activity does any of the following**
   - Support engagement with the local community and contribute to the broader community
   - Support innovative formats, technologies, or approaches to knowledge sharing and engagement.
   - Promote diversity and inclusion for example for a conference, via programming, speakers, and attendees?

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