**INSTITUTE FOR LIFECOURSE DEVELOPMENT**

**Faculty of Education, Health and Human Sciences**

**PGR Research Collaboration Scheme**

We offer a competitive bidding process to support PGRs to spend up to two weeks with an external research collaborator overseas or at another institution in the UK. Processes and a short application form are included below if you are interested in applying for this. **Only one application can be made by each applicant during the period of their doctoral studies.**

**Process**

* **Discussion with and agreement from your supervisor must take place before any application is made.**
* **Deadline for applications is 1st June 2025.**
* **All funds must be spent by 30th June 2025 with all expense claims submitted within 4 months of the expenditure (this includes subsistence claims which you must provide itemised receipts for.) The funding call may close sooner if the budget threshold limit is reached.**
* **If your application is approved and the final cost of your travel is more expensive than originally quoted you will need to ask the ILD for exceptional approval of any increased costs prior to expenditure.**

**Eligibility**

Students will need to have:

* Provided detail regarding the planned output(s) from the visit and indicated timeframe. This could be attending training, networking, working on a paper.
* Have identified a mentor at the external organisation who is on-board.

Aims of visit:

* To collaborate with external colleagues outside of UoG.
* To develop new or foster existing collaboration/networks.
* To attend training or learn from a mentor.

**COSTINGS:**

* **Within EU:**

**14 days**; Subsistence as per university guidance as outlined in the expense policy and HMRC guidance; accommodation; plus travel costs.

Max per trip cost = **£3000**

* **Outside of EU:**
* **14 days**; Subsistence as per university guidance as outlined in the expense policy and HMRC guidance; accommodation; plus travel costs.

Max per trip cost = **£3500**

Please note the deadline to **return the form to** **ild@gre.ac.uk** **is 1st June 2025.**

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**Research Collaboration Competitive Bids**

*These competitive bids are to support PGR students to foster research collaborations, by enabling them to visit another institution and work directly with an external collaborator. This visit may provide the opportunity to develop a new collaboration or foster an existing collaboration.*

*Please note that the key outcome of this visit should be in terms of developing a research network with external partners and/or developing new or existing research skills.*

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| **Name of applicant:** |  |
| **Student Agreement:****I agree that the information provided below is correct and that I have followed University guidance on making travel arrangements where necessary.****I also confirm that if travelling on business that, subject to approval of this form, the University travel database (located on the portal) will be updated with my travel details for insurance purposes, and I have checked the FCDO website for guidance on travel to this destination (if applicable).** |
| **Signature:** *(electronic signature will be accepted)* |  |
| **Date of completion of form:** |  |
| **Name of collaborative institution for visit:** |  |
| **Name of contact at institution:** |  |
| **Is this an existing or new collaboration?** (please mark with X) | **EXISTING** |  | **NEW** |  |
| **Location of Institution** |  |
| **Proposed dates of visit** | **From:**(inclusive of first date of travel) | **TO:**(inclusive of last date of travel) |
|  |  |
| **No. of working days absence:** |  |
| **Rationale for visit** **– must include proposed outcomes/activities of visit e.g., training, networking, giving a talk at the host institution – please provide details of how this will help support your doctoral work** |  |

**TRAVEL COSTINGS**

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| **Flights/other travel** | **£**  |
| **Accommodation**  | **£**  |
| **Subsistence** | **£**  |
| **TOTAL** | **£**  |

**Please note that students are required to follow University policy on travel arrangements:**

* Please ensure that you choose the most environmentally sustainable method of travel where possible.
* Taxis are not usually permissible under the university’s expense policy unless 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.
* Please ensure that you adhere to the university’s expense claim policy at all times when booking travel: <https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>. Please ensure that all travel is booked via one of our recognised university suppliers. **PLEASE NOTE that finance will no longer be reimbursing any expense claims for flights booked via non-university travel providers, in line with the revised university expense policy:**
	+ Clarity: universities@claritybt.com
	+ Diversity Travel: online@diversitytravel.com
* Please ensure that quotes for subsistence overseas are made in line with HMRC guidance <https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk> and follow the university's expense claim policy: <https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>.
* Travel overseas requires the completion of a Risk Assessment form well in advance of travel, available here: <https://www.gre.ac.uk/docs/rep/health-and-safety/risk-assessment-form>. Please complete this form in full and send it to FEHHS-HS@greenwich.ac.uk for approval ahead of any overseas travel.
* Travel overseas or in the UK involving a domestic flight and/or an overnight stay also requires completion of the university's travel insurance document advance of the trip: <https://forms.office.com/Pages/ResponsePage.aspx?id=CvQWNelaVkm7qzlRYuWJzoFFxk6ZlWBNl5LbD1h2wRRUODJNTTk0V1kzSkFCRk4yWkY4UUpHNzNGSi4u>.

**ADDITIONAL EVIDENCE** (to be attached to this application for submission as one document):

* **Proof of costings (travel, accommodation, subsistence.)**
* **Email confirmation from your collaborator of their intention to work with you and that their institution will host you.**
* **If successful, any claims for costs must be completed on the relevant claim forms. All expense claims should be submitted for reimbursement within four months of the expenditure in line with the university expense policy and before 30th June 2025 to meet financial year end deadlines.**

AGREEMENT

*I support this application. The student has identified and discussed with me how this will benefit their contribution to the Centre.*

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| **CENTRE LEAD COMMENTS** (if any)**:** |
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| **CENTRE LEAD:****Print Name:****Signature:****Date:** |  |

**AUTHORISATION***I support the application of the PGR student above. The student has identified and discussed with me how this will benefit.*

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| **SUPERVISOR/PROGRAMME LEADER COMMENTS** (if any)**:** |
|  |
| **SUPERVISOR:****Print Name:****Signature:****Date:** | **PROGRAMME LEADER:****Print Name:****Signature:****Date:** |

*This form should now be submitted to* *ild@gre.ac.uk**. You will also be required to send a report to* *ild@gre.ac.uk* *within 30 days of return from the visit, outlining the benefits of the international research collaboration visit.*

**To be completed by ILD management team after review by ILD Competitive Funding Panel**

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| **APPROVAL**  | **Signature**  | **Date Approved:**  |
| Approved by the Director of Institute for Lifecourse Development  |    |   |