**Institute for Lifecourse Development**

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

**Post-Graduate Researcher (PGR) Competitive Funding Scheme Request for Research Support**

The Institute for Lifecourse Development, Faculty of Education, Health and Human Sciences has allocated a budget for Post-Graduate Research students, to apply for competitive funding to support their research. This may include, but is not limited to, for example:

1. compensating participants for participating in research
2. purchasing software licences necessary for studies (in line with ILS requirements)
3. presenting research findings at a conference (only one international conference per student)
4. publication costs (normally Q1 journals only - please check here and see <https://www.scimagojr.com/>)
5. training to enhance studies.

**General principles are noted below:**

* This is an open call for applications with the deadline of **1 June 2025. The funding call may close sooner if the budget threshold limit is reached.**
* No late applications will be permitted. Students must ensure timely completion and submission of any application for funding.
* Only PGR students enrolled at the University of Greenwich are eligible. Students who are also University of Greenwich Staff are eligible to apply.
* Applicants will be notified of the outcome by the Associate Dean Research and Knowledge Exchange and Director of the Institute for Lifecourse Development, via the Senior Research Support Officer. This decision will be final.
* Please ensure that you have your PGR Competitive Funding application approved before paying any costs.
* Normally no more than one application for this type of funding can be made by any student within an academic year. However, under these exceptional circumstances, students are now able to submit more than one application for consideration subject to budget decisions.
* Attendance at conferences or training events must take place while enrolled as University of Greenwich students.
* Post-Graduate Research Programme Leaders will hold sessions prior to the deadline where possible to provide guidance and to answer any queries students may have.
* All conference presentations must have been subject to peer review and acceptance. Students 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.
* Applications should be submitted at least eight weeks before the start of the conference.
* The funds awarded can be used towards travel, hotel and subsistence costs and conference fees. Receipts will be required for students to submit expense claims.
* Applicants are only permitted to submit one application per year for a UK conference and if successful, the applicant must wait for the next academic year to apply for another conference provided the date of the conference falls in the following academic year of the first successful application.
* Students may only apply for funding to present at one international conference for the entire duration of their doctoral studies so the choice of international conference should be discussed with their supervisory team.
* Students may normally apply for a **maximum of £1000** in one academic year. **This applies to both part-time and full-time students**. However, in exceptional circumstances, students and supervisors can make a case why it may be necessary to exceed this limit. If you need to apply for an amount in excess of £1000, please discuss with the Director of the ILD first before commencing the application process.
* Costings must be at the most economical rate including any reduced cost for post-graduate students. Evidence of costings must be attached to the applications.
* Students must advise the Senior Research Support Officer if the approved funding is no longer required. Funding awards cannot be carried over to the next financial year.
* Students can also apply for other external funding opportunities to support their application for funding and will be looked upon favourably by the consideration panel if seeking additional funding to cover a shortfall in costs.
* Applications for short courses/training will be considered however students will need to make a very strong case why attendance for this course is necessary. Student’s needs must have been identified after a student has joined the University and commenced on the programme. Training cannot have been identified or offered during the recruitment process or after completion (and student is no longer enrolled in the programme).
* The panel will reserve the right to partially fund attendance for any event rather than for the full amount requested.
* The funding panel reserves the right to withdraw a grant offer at its discretion for example if ethical approval was not given or there are ethical concerns around the nature or conduct of a study or for any other unforeseen circumstances if for example it is unlikely that the funding will be spent before **30 June 2025.**
* If a request is successful, a claim must be made via the expenses claim form. **All expense claims should be submitted for reimbursement within four months of the expenditure in line with the university expense policy and before 30 June 2025 to meet financial year end deadlines. Any funding claims after this time will not be paid.** **Funding awards cannot be carried over to the next academic financial year if a conference or training course has been postponed.**
* **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.**

Under GDPR Regulations:

Application forms will be kept by the Faculty for a period of three years plus current application year (C+3),   
A summary of details on a spreadsheet for Faculty records which will be kept for C+5 years  
Claim forms for costs will be kept by Central Finance following payment for C+5 years  
(where C=Current Year)

***Professor Rosana Pacella, Associate Dean Research and Knowledge Exchange/ Director of the Institute for Lifecourse Development, Faculty of Education, Health and Human Sciences***

Form created: **15 Nov 2019**

Revised: **September 2024**

**Post-Graduate Researcher Competitive Funding Request for Research Support – Application Form**

*This form is to be used by Post-Graduate Research Students to request funding to support their research.  
Students should discuss requests with their supervisors before completing this form and all requests must be signed off by the Head of School, Programme Leader and first supervisors.*

|  |  |
| --- | --- |
| **Student Name** |  |
| **Programme of Study**  *(Please delete)* | MPhil/PhD Education  MPhil/PhD Health & Social Care  MPhil/PhD Human Sciences  EdD |
| **Full-time or Part-time (FT/PT)** |  |
| **University staff (Y/N)** |  |
| **For University staff (who are also students) only** Have you applied for Staff Development Funds for this? |  |
| Please indicate how much funding you have received from the ILD in 2024-25 so far |  |
| **First Supervisor Name** |  |
| **Status of ethics application** (please state: under review/approved/or N/A) |  |
| **ILD Centre Affiliation**  (please ask your Centre Lead/Practice Lead to approve and sign below) |  |

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| --- | --- |
| **Student Agreement:**  **I agree that the information provided on this form is correct and that I understand and have followed the above principles and will follow all University financial regulations, policies and procedures including guidance on making travel arrangements where applicable.**  **I also agree to ensure that any claims for monies will be made within four months of expenditure and before 30 June 2025.** | |
| **Student Signature:**  *(electronic signature will be accepted)* |  |
| **Date of completion of form:** |  |

**Type of Request:** **CONFERENCE/TRAINING \*** **RESEARCH SUPPORT/APCs \***

|  |  |
| --- | --- |
| **Please describe in brief the support requested (max 150 words)** |  |
| *Conference/Training Location if applicable:* |  |
| *Dates of Conference/Training if applicable:* |  |

**COSTINGS**

|  |  |
| --- | --- |
| **FOR EXAMPLE: ONLINE CONFERENCE/TRAINING FEE/PUBLICATION COSTS** | **£** |
| **Travel expenses** | **£** |
| **Accommodation expenses** | **£** |
| **Any other expenses (PLEASE SPECIFY)** | **£** |
| **TOTAL** | **£** |

***NB Costings must be at the most economical rates including any reduced costs for post-graduate students.***

***Please attach evidence of costs/details of activity, call for papers and acknowledgment from conference organisers that a paper has been submitted and accepted (acceptance email should be attached to this form). Please include invoices for training, publication costs, participant payments including vouchers. Cash will not be provided for participant payments.***

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

***Please note that there is a requirement to follow all University policies and procedures including on travel arrangements where relevant.***

**For Applications Relating to Travel**

* Please ensure that you adhere to the university’s expense claim policy when booking travel: <https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>. All travel should be 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](mailto:universities@claritybt.com)
* Diversity Travel: [online@diversitytravel.com](mailto:online@diversitytravel.com)

These companies can provide quotes for your travel and accommodation. You will need to include a quote from one of these companies in your application for funding. If you can find cheaper travel 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 permissible under the university’s expense policy only 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.
* 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](mailto: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>.

**For Applications Relating to Article Processing Charges (APCs)**

* For applications requesting support for publication costs or APCs please ensure you have familiarised yourself with the University’s transformative agreements. The University has agreements with certain publishers and can support our researchers to publish via Gold Open Access without incurring APCs:
* <https://libguides.gre.ac.uk/researchers/openaccess>

PGR students can request funds for publication fees with publishers with whom we do not have an arrangement. **However, there are limited funds available for this** **and therefore a strong case will need to be regarding why this particular journal is the most appropriate and that there are no other suitable outlets****Please note the following important criteria:**

* Provision of funding would normally apply only to **Q1 Journals** Please check here: <https://www.scimagojr.com/>.
  1. There must be a high likelihood that the paper will be included in REF2029 and/or form part of a case study for this.
  2. The publication must be part of a clear and planned trajectory/body of research.
  3. This funding application MUST be made before submitting for publication to ensure that funding approval is in place. Retrospective requests will not be considered.
  4. Please discuss publishing routes with your Centre Lead and supervisors before submitting your funding application.
  5. Students may only apply for funding to cover one APC for the duration of their doctoral studies.
* Please ensure that you follow the University Publications Policy: <https://docs.gre.ac.uk/__data/assets/pdf_file/0028/198145/UoG-Statement-on-Scholarly-Communication-UPDATED-202009.pdf>.
* If you need additional guidance please contact Hannah Wilson, Scholarly Communications Manager: [scholarlycommunications@gre.ac.uk](mailto:scholarlycommunications@gre.ac.uk).

**Rationale for Research support:**

**Applicant Supporting Statement:***Applicants should provide a supporting statement in the box below, no more than 500 words, detailing the following criteria:*

1. *Rationale for research support*
2. *Brief summary of paper being presented, training course, or brief study outline.*
3. *How this research support will help progress/enhance studies*
4. *Why this conference/training/software is the most suitable and that no others are offered cheaper elsewhere (if applicable).*
5. *If requesting funding to support payment of an APC, please outline how this request meets the criteria stated above.*

**Supervisor Statement:***Supervisor should provide a short statement, no more than 150 words, detailing why they feel the support is appropriate to the student’s studies and how it will enhance their work.*

**Supervisor Signature**: **Date:**  
**Print Name:**

**APPROVAL**

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| **PROGRAMME LEADER:**  **Comments:**  **Print Name:**  **Signature:**  **Date:** | **HEAD of SCHOOL:**  **Comments:**  **Print Name:**  **Signature:**  **Date:** | **ILD Centre Lead/Practice Lead**  **Comments**: For publication costs please confirm that University transformative agreements have been checked and this is a Q1 journal  **Print Name:**  **Signature:**  **Date:** |

*This form should now be submitted by email to the Institute for Lifecourse Development:* [*ild@greenwich.ac.uk*](mailto:ild@greenwich.ac.uk)