PGR Bursary: how to apply

This guidance is outlined in the flowchart, PGR Bursary: how to apply (RO-GRA-04P). For guidance on how to claim awarded funds please see guidance, PGR Bursary: how to claim an award (RO-GRA-08G; flowchart RO-GRA-05P).

The PGR Bursary Fund supports PhD (and MPhil) students with small bursaries to address particular features of their research.

Eligibility criteria

- Applications should be below £750. Larger amounts up to £1,500 may be considered by exception.
- Applications are normally only considered where funding has been secured from the student’s department/faculty by match funding. Such applications will receive priority.
- Applications below £100 (PGR Bursary value) will not be considered and should be funded wholly by the department/faculty.
- Students on a writing-up fee are not eligible to apply.

There is no prescriptive list of activities which may be funded or excluded. The following examples are not exhaustive:

What could be funded?

- Additional, unanticipated fieldwork costs, including visits to archives.¹
- Presentation of papers/posters at conferences.²
- Exceptionally, attendance at conferences in order to build relationships with other researchers in the field.
- Specialist methods training courses necessary to complete the PhD (courses must not duplicate those provided by Edge Hill University).³

¹ If the need for fieldwork was identified at the time of interview and/or registration – whether or not the specific details were known – the costs are the responsibility of the student and the department. The Bursary is only available where these costs could not have been anticipated.
² Year 1 students are not normally expected to attend overseas conferences; local conferences (i.e. North West England) may be appropriate.
³ Methods courses are eligible costs where the need for the training could not be anticipated or an opportunity has arisen for additional training which could be of significant added benefit.
What cannot be funded?

- Applications to fund activity/resources intrinsic to the project when the student started on the programme will not be considered.
- Applications for computer hardware and software will only be accepted under very exceptional circumstances and it is expected that some of the costs will be met from other sources.
- The fund is not intended to cover membership of professional or learned associations.

Applying

Students are normally restricted to one award between 01 August and 31 July. Exceptions may be made but require strong justification.

Applications will be considered by the Graduate School Board of Studies Quality Sub Group (GSBoS QSG) at its quarterly meetings: students are strongly advised to plan their activity with the deadlines (below) in mind and make applications as early as possible – applications can be conditionally approved e.g. on condition of conference abstract acceptance.

Retrospective applications cannot be made and applications made without sufficient notice may be rejected.

To apply, students should complete a PGR bursary application form (RO-GRA-05F) and return it to GraduateSchool@edgehill.ac.uk no later than the following fixed annual deadlines:

- 30 August
- 15 November
- 15 March
- 31 May

Late applications will be held for the subsequent round. All applications must have a statement of support from the Director of Studies and from the Head of Department.

Students must ensure that any departmental responsibilities, e.g. teaching, can be covered before applications are submitted. Receiving a PGR Bursary award is not approval to forego teaching duties; the award may be revoked if the student does not make appropriate arrangements with her/his department.

Bogus or Predatory Conferences

Applicants should be aware that there is a growing number of dubious conferences of low academic quality designed to scam academics who are keen to share and present their research. Applicants for Conference Travel funding should show due diligence in researching conference organisers who are new, unfamiliar or in any way questionable. A look at an organising committee’s composition should help academics to identify problematic conferences.

Applicants who are unsure of the quality of a specific conference should liaise with their Head of Department/Area in the first instance.
Budget

When making an application, students need to provide as much information as possible about the proposed activity, and how it will benefit the student and the programme of study. In addition, the student must ensure the budget represents value for money.

Value for money

This will not always be the cheapest option but savings should be sought wherever possible. Students should consider:

- Using a Railcard (where eligible).
- Booking local connections separately/as an add-on to national routes for cheaper rail fares.
- Taking advantage of ‘early bird’/advance booking rates.
- Choosing budget accommodation options. Accommodation will be capped at £85 per night but more economical options should be sought wherever possible.
- Sharing costs when travelling with others (e.g. transport, hotel rooms).
- Dining outside hotels to identify more economical options.

Key financial regulations

Funding will only be provided for the period of the activity (e.g. duration of conference). Students may extend their time away but expenses during the extended period will not be funded.

Where travel, subsistence or accommodation is shared with another staff member or student, each claimant should obtain separate receipts for their respective claims rather than attempting to claim ‘their share’ of the same receipt.

Once a Bursary has been awarded, the holder will have one calendar year from the date of award in which to spend the funds (e.g. claim them through the expenses process). If extra time is required, permission from the Graduate School must be sought in advance of the twelve month point.

Meals

- Lunch, snacks and alcohol cannot be claimed.
- Evening meal & breakfast can be claimed only if overnight accommodation has been funded & meals are not included in the nightly rate; claims must be for reasonable amounts and may be capped or rejected if excessive i.e. no more than £15 & £8 respectively although it is expected that these costs would be lower on longer trips (e.g. fieldwork).

Travel

- An approval to travel form must be submitted prior to travel to ensure corporate insurance is in place to cover you while on EHU business.
- **Sustainable** modes of transport should be prioritised; the University’s [Sustainability web pages](#) contain advice on planning your journey.

- **Rail** travel – standard class only unless evidence can be provided of more economical fares. Use a Railcard where eligible.

- **Air** travel – economy class or equivalent. Domestic air travel should be avoided if possible and only requested where significant savings can be made in time & accommodation costs.

- **Road** travel – use of personal vehicles can only be claimed for if approved by the Quality Sub-Group well in advance of travel and where significant savings can be achieved in cost & time. Students should seek to use the University’s corporate cars if they are eligible.

**Accommodation**

- Should be of Travelodge/Ibis standard.

- Students should make use of advanced booking discounts.

- If attending on or near a university campus, consider using [UniversityRooms.com](#).

- When booking, if accommodation costs are significantly more than approved, seek authorisation **before** booking or claims may be capped at the original budgeted amount.

*Document updated: 16th October 2017*