

## Graduate School Bursary Fund

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### Summary

The Graduate School Bursary Fund offers small awards to all Postgraduate Researchers (PGRs) or PhD by Publication candidates.

Because the Graduate School Bursary Fund is limited but available to most PGRs, funds are awarded on a competitive basis, normally on a match-funded basis with the PGR's (your) department or faculty (collectively referred to as department, below).

**Before submitting an application to the Graduate School please review the information in this document and ensure you have considered the checklist on the final page of this guidance.**

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## Eligibility

1. Applications should normally be for values below £750. Larger values up to £1,500 may be considered by exception. Further justification must be provided for these applications. If successful, the Bursary panel will confirm which part of the budget the Bursary will cover.
2. Applications should cover up to 50% of the overall cost of your activity. You **do not** need to have secured match funding before submitting your application. It is your responsibility to secure the additional funding required from other sources and allocate time to do so appropriately.
3. The minimum PGR Bursary Fund award value for any application is £100. Because of the match funding requirement, this means that you should only apply to the PGR Bursary Fund when the total amount of money that you require is £200 or over (£100 from your department and £100 from the Bursary Fund). Requests for lower amounts should be made solely to your department.
4. If you have submitted for your final viva, you are not eligible to apply to the PGR Bursary Fund.

## *What can be funded?*

5. There is no prescriptive list of activities/resources which **may be funded** but they include:
  - a. Additional fieldwork (including archive visits) that could not reasonably have been anticipated at the time of your project registration submission.
    - You and your department are responsible for the costs of fieldwork that were anticipated as core to your project, even where the specific details of the activity were not known at the time.
  - b. Conference attendance to present a paper or poster.
    - Please **do not wait** until you have been accepted to a conference to submit your Bursary application. Applications should be submitted ideally more than three months ahead of the date of the conference and within time to take advantage of Early Bird rates.
    - Exceptionally, conference attendance in order to build relationships with other researchers in the field (rather than presenting a paper) may be funded.
    - Year 1 students are not normally expected to attend overseas conferences but local or national conferences which incur a modest cost may be appropriate.
  - c. Specialist methods training courses necessary to complete the project, where the need for training could not reasonably have been anticipated at the time of project registration. Such courses must not duplicate those provided by Edge Hill University.

## *What cannot be funded?*

6. There is no prescriptive list of activities/resources which **will not be funded** but they include:
  - a. Those intrinsic to the project at the time of interview or project registration submission.

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- b. Computer hardware or software will only be considered under exceptional circumstances and it is expected that most of the costs will be met from other sources.
  - c. Membership of professional bodies or learned associations, unless it would significantly reduce the *overall* cost of the eventual PGR Bursary Fund award.
  - d. Consumables necessary to complete the research project.
  - e. Financial incentives for research participants.

## Applying

7. You will normally be restricted to one award per year (01 August to 31 July). Additional applications must be accompanied by strong justification.
8. Take your time to produce an application of a high standard, and carefully consider this guidance. Remember to include details of your proposed activity and realistic, evidenced costs. **You must attach evidence (e.g. screenshots) of all costings to your application.** If you are travelling, this includes hotel and transport cost details. If you are paying for anything yourself, please make it clear in the application.
9. The PGR Bursary Panel will consider applications at its monthly meetings so you should plan your activity with the submission deadlines in mind if you require funding.

To apply, you should submit a completed [PGR Bursary application form](#) (RO-GRA-05F) to [GraduateSchool@edgehill.ac.uk](mailto:GraduateSchool@edgehill.ac.uk) by 4pm on the 15<sup>th</sup> of each month. Applications will not normally be considered outside of these deadlines. **Please do not wait until you have received acceptance to a conference before applying.**

- a. Applications should be made to one of the monthly deadlines **at least 90 days** before the earliest of:

- the activity for which you are seeking funds begins, or;
- the cut-off for payment.

If you fail to secure early bird registration or more economical travel and accommodation as a result of failing to meet the 90 day deadline, the additional costs will not be met by the Bursary.

- b. Applications will be held for the subsequent round if they are submitted late, which means you will need to either:
  - Cover the costs yourself on the understanding that your PGR Bursary Fund application could be unsuccessful, so you may not be able to claim back the costs later; or
  - Obtain the funds from elsewhere instead of applying to the PGR Bursary Fund.
- c. Applications can be approved conditionally because funds will not be released until the conditions are met: e.g. you can apply for funds to attend a conference while you are waiting for the conference organiser to confirm acceptance of your abstract.
- d. Retrospective applications – for activity that has already taken place – will not be considered.

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- e. Any applications that are held for a subsequent round will only be considered if the activity has not happened at the time of the next meeting. If the activity is before the next meeting then the application will not be considered.
  - f. Applications made without sufficient notice may be rejected.
  - g. Incomplete applications – including those missing supporting evidence or justification for the funding application and its benefits to your studies – will not be considered.
10. Your application must be accompanied by a statement of support from your Director of Studies, who must approve the activity as appropriate to your project.
  11. You can submit your Bursary application **prior to** approval of other funding applications e.g. from your department.
  12. We will require information regarding the whole cost of your activity. Bursary applications should normally be for no more than 50% of the overall cost of your activity.
  13. If your other funding applications are rejected, it is your responsibility to seek other support to fund your activity. The Bursary fund will only cover expenses approved in the PGR Bursary application.
  14. Should the bursary fund activities that take you away from campus, it is your responsibility to ensure that your departmental duties (e.g. teaching) can be covered, or any deadlines agreed with your supervisors can be met, before you submit your application for funding. The award of Bursary funds is not approval to forego such responsibilities. The award may be revoked if you do not make appropriate arrangements with your department.
  15. If you are travelling **out of mainland UK**, an *Approval for Paid/Unpaid Leave of Absence for External Travel form* <sup>2</sup> **must be submitted with your application.**<sup>3</sup> See 'Key financial regulations' for further information on travel.
  16. Submission of an application **does not** guarantee approval of funding. Please make contingency plans for if your application is not approved.
  17. If attending a conference, the University will only fund one speaker per paper (this includes papers jointly authored with supervisors).
  18. If you no longer intend to undertake the activity that your Bursary was approved for, you must let the Graduate School know.

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<sup>2</sup> The form can be found here <http://eshare.edgehill.ac.uk/15366/> - please complete points 1,2,3,4,5,6,7, *declaration* and *line manager* signature at the submission stage. If your application is successful the remainder will be completed by the Graduate School.

<sup>3</sup> Mainland UK is classed as England, Scotland or Wales.

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### ***Bogus or predatory conferences***

19. You must show due diligence when seeking to undertake any activity requiring University funds to ensure the money is spent responsibly and your safety and reputation, and that of Edge Hill, are not jeopardised.
20. If applying for conference funding, you should research conference organisers who are new, unfamiliar, or in any way questionable, to ensure the conference is not fraudulent or the terms of your involvement are not unreasonably onerous. For example, the conference organising committee's composition should help you and your supervisor identify problematic conferences.

### **Budget**

21. Funding will only be provided for the specific activity approved by the Panel and successful applicants will be told which activity the Bursary will cover. The PGR Bursary will not pay any extra costs incurred beyond the approved activity or outside the approved timeframe.
22. To allow for an easier division of costs with your department or other match funding source, the Bursary will accept applications for costs associated with the following: accommodation, travel tickets and conference/training fees (items that need to be paid in full prior to the activity). Other costs which you might incur during a normal day, such as food and drink, are not covered by the bursary fund. Please do not include them in your bursary application.
23. Your application must include a reasonable, realistic, budget that represents value for money.
  - a. This does not necessarily mean the cheapest option but there is an expectation that you will seek reasonable savings wherever possible, for example:
    - Use a Railcard where eligible
    - Book local rail connections separately/as an add-on to national routes for cheaper fares
    - Take advantage of early bird/advance booking rates
    - Share costs when travelling with others e.g. by sharing hotel rooms
    - **Do not** use private cars or taxis without prior authorisation or the amount reimbursed will be the equivalent of the cheapest mode of public transport. Prior authorisation must be sought if private cars are required e.g. due to mobility requirements or if you are a lone traveller and your flight arrives late at night.
24. When booking travel, accommodation, etc., if the costs are significantly more than the amount approved for that cost heading, seek authorisation from the Graduate School **before** completing the booking, or your expenses claim will be capped at the original approved amount.

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### **Key financial regulations**

25. The standard Edge Hill University Financial Regulations, Expenses Policy, and insurance and compliance rules apply. Where these are exceeded by the requirements of the PGR Bursary Fund as set out in this guidance, this document takes precedence.
26. **We require receipts for all claims from the PGR Bursary Fund.** Failure to produce these will mean we cannot process your claim for expenses.

### **Travel**

27. If the activity for which you are seeking funds involves travel **outside of mainland UK**, you must submit an *Approval for Paid/Unpaid Leave of Absence for External Travel form* <sup>4</sup> with your application or you will not be covered by the University's insurance while on University business.<sup>5</sup>
28. It is your responsibility to check that the University's insurance covers your activity each time you travel and purchase additional personal cover if necessary. If you expect to undertake activity beyond University business, you will need personal travel insurance as well.
29. You should opt for **sustainable modes of transport** wherever possible. Your departmental administrators should be able to advise on general University travel procedures and bookings but, for the purposes of the PGR Bursary Fund:
- a. Rail travel should be standard class unless you can evidence more economical fares. Use a Railcard where eligible. See 'Claiming your award' for more information on rail travel for students on the University payroll.
  - b. Air travel should be economy class or equivalent. Avoid domestic air travel unless you can demonstrate significant savings would be made in time and accommodation costs.
  - c. Private vehicles should only be used if you can demonstrate significant savings in time and accommodation costs, or there is no suitable public transport. Costs associated with the use of personal vehicles (e.g. mileage) can only be claimed if approved by the Bursary Panel in advance of travel. You will need to speak to the Finance Office to ensure you are eligible to claim for mileage before applying.
  - d. If you are approved to use a personal vehicle, this must be registered with the University and you must provide evidence of business insurance prior to use. Please speak to Finance to arrange this.

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<sup>4</sup> The form can be found here <http://eshare.edgehill.ac.uk/15366/> - please complete points 1,2,3,4,5,6,7, *declaration* and *line manager* signature at the submission stage. If your application is successful the remainder will be completed by the Graduate School.

<sup>5</sup> Mainland UK is classed as England, Scotland or Wales.

### **Accommodation**

30. Hotel accommodation costs should be equivalent to a budget chain rate e.g. Travelodge/Ibis standard.
31. In exceptional circumstances, where there are no cheaper options in the area that you need to stay, higher rates may be considered. Evidence must be submitted to the panel if this circumstance needs to be considered, showing that you have attempted to find cheaper alternatives and an average rate for rooms in the relevant location.
32. You should make use of advance booking discounts.
33. If attending on or near a university campus, consider using [UniversityRooms.com](http://UniversityRooms.com).

### **Claiming your award**

34. The Graduate School will confirm your award by e-mail to your Edge Hill student e-mail account. This e-mail will contain finance codes you will need to quote in all correspondence and claims relating to your PGR Bursary award:
35. To claim from the PGR Bursary you must claim using the codes we provide you. These will be different to the ones you receive from other funding sources.
36. Your PGR Bursary award will be available for a period that will be specified in the confirmation e-mail. If you need to deviate from the activity for which funding was awarded – changing the conference you wish to attend, rescheduling/relocating your fieldwork – permission from the Graduate School must be sought at the earliest opportunity or expenses incurred may not be covered.
37. Reimbursement will be made according to the deadlines set by the Finance Office. You will need to allow time for the Graduate School to receive and process your claim and pass it to the Finance Office by the deadline for claims (see the [Payroll section of the Finance wiki](#) or ask your departmental administrator). Late submissions will result in payment being delayed until a later date. Please avoid making claims on the deadline date since there may not be staff available to authorise the expenditure.
38. It is your responsibility to make sure you claim expenses for approved costs in good time to avoid any personal financial or planning issues.

### **Expenses claims**

39. Valid PGR Bursary expenses claims must be completed in full, submitted by you, approved by the Graduate School, and **reach the Finance Office within 30 days of expenditure**. Late claims may be rejected.

40. You should claim expenses through one of the following:
- a. If you **are not** on the University payroll, complete a student expenses claim form (available from the Finance Office window or by emailing [payroll@edgehill.ac.uk](mailto:payroll@edgehill.ac.uk)) and submit this paperwork to the Graduate School for processing.<sup>6</sup>
  - b. If you **are** on the University payroll, use the [online staff expenses system](#).
    - If this is the first time you have used this system you will need to enrol. Please contact [payroll-expenses@edgehill.ac.uk](mailto:payroll-expenses@edgehill.ac.uk) and check out the [user guide](#) before submitting your claim.
    - **When submitting a claim** please make sure that you fill out a single claim specifically for PGR Bursary expenses. If you have received funding from another department within the University, you must submit two separate claims, with the correct codes and information.
    - Claims submitted incorrectly will need to be un-submitted by you and the entire claim split by cost centre and resubmitted, irrespective of one portion being approved.
    - You will need to select Lydia Richardson or Louise Nightingale to approve the bursary claim in the first instance. If you are not presented with an option to select a staff name from the Graduate School, please contact [payroll-expenses@edgehill.ac.uk](mailto:payroll-expenses@edgehill.ac.uk),
41. **Please note:** while the University's staff expenses policy does not require valid, itemised receipts in all cases, funds will not be released from the PGR Bursary without them, whether you submit your claim via the paper form or the online expenses system.
- a. If using the online expenses system, you can submit your receipts as images within the system/app.
  - b. If using the paper form, you will need to supply hard copy receipts.
42. Any questions about the process of claiming expenses should be directed to [payroll-expenses@edgehill.ac.uk](mailto:payroll-expenses@edgehill.ac.uk)

### ***Other advance bookings***

43. If a supplier accepts payment by invoice, please ask your departmental administrator to raise a purchase order quoting your job code, etc. or contact [GraduateSchool@edgehill.ac.uk](mailto:GraduateSchool@edgehill.ac.uk) for guidance.

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<sup>6</sup> By emailing a scanned copy to [graduateschool@edgehill.ac.uk](mailto:graduateschool@edgehill.ac.uk)



## Appendix B - Application Checklist

### Standard Application Checklist

#### Before applying

1. Read the application guidance thoroughly
2. Consider the following questions
  - Is this a cost/activity core to your research?
  - Was this cost anticipated at project registration?
    - If the answer is **yes** to the above questions – this activity should be funded by your department and *is not* eligible for the PGR Bursary.
3. Review the deadlines for applications (point 9 of this guidance) and ensure you time your application submission adhering to the deadlines and so that applications are received at least 3 months in advance of the activity/event.
4. It is important to note the bursary will only cover 50% of an application, with a minimum award of £100. It is the applicant's responsibility to seek funding for the other portion.

#### Putting the application together

5. Take your time to produce an application of a high standard, and carefully consider this guidance. Remember to include details of your proposed activity and realistic, evidenced costs. If you are travelling, this includes hotel and transport information. If you are paying for anything yourself, please make it clear in the application.
6. Please **do not include subsistence** in your costings – you need to consider it in your activity but the bursary application will not cover this.
7. If you would like the Graduate School to take a look at your application, to check the information in advance of the deadline, contact [graduateschool@edgehill.ac.uk](mailto:graduateschool@edgehill.ac.uk).

#### Submitting

8. **Before submitting, consider the following requirements**
  - Have you included screenshots of your requested costings as evidence for your application?
  - Are all the fields filled out?
  - Has your DoS provided you with a supporting statement?
  - If you are travelling outside of mainland UK, have you completed an approval to travel form to attach to your application?
9. Make sure you manage your time and submit your application by 16:00 of the deadline. Applications received after this time will be reviewed in the next application round.

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