PGR Bursary Fund Application Form

Students seeking PGR Bursary funds should complete this form. Guidance for applicants is provided in the document, [**PGR Bursary Fund guidance**](http://eshare.edgehill.ac.uk/id/document/40473)  (RO-GRA-07G). It is *highly recommended* that applicants read this prior to starting each application to remind themselves of the requirements **and** utilise the application check list at the end of this document.

**Please note**: **you must submit your completed application form 90 days before your activity prior to the nearest PGR Bursary deadline. See the PGR Bursary Funding guidance for these deadlines.**

Applications are normally match funded, but you **do not** need to have this secured prior to applying**.**

**Applying does not guarantee approval of funds.**  Please ensure you have a contingency plan to fund your activity if necessary

Please check the guidance document for information on submission deadlines.

Student details

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| **Student name:** | Click here to enter text. |
| **Student number:** | Click here to enter text. |
| **ORCID ID (what is** [**ORCID**](http://orcid.org/)**):** | Click here to enter text. |
| **Title of thesis:** | Click here to enter text. |
| **Discipline:** | Choose an item. |
| **Current registration:**  | Choose an item. |
| **Mode of study:** | Choose an item. |
| **Enrolment date:**  | Click here to enter a date. |  |
| **Project registration approval** | Click here to enter a date. |  |
| **Estimated completion date:** | Click here to enter a date. |
| **Are you and international or EU student?** |[ ]  No |[ ]  Yes |
| **Is this an application to cover any unexpected research costs as a result of COVID-19?** |[ ]  No |[ ]  Yes |

Bursary details

Details of activity for which financial assistance is being sought

(e.g. event title; location; dates; other relevant details – please give sufficient detail for the panel to come to a decision. If you are applying to attend a conference, explain why this particular conference is beneficial to your studies and who is also attending who might be influential in your research)

Click here to enter text.

Bursary support to cover any unexpected research costs as a result of COVID-19

Please provide details as to how this financial support will enable to you to continue with your research degree. If you are requesting *more than 50%* funding from the Bursary, please provide details as to why and details as to other funding areas you have sought support from for this application.

**You must also provide a risk assessment clearly identifying the relationship between the unforeseen cost for which funding is sought and the alterations to research design introduced to mitigate the identified risks.** [**Here is a template for you to use**](http://eshare.edgehill.ac.uk/15928/)**.**

Click or tap here to enter text.

Justification for your late application, if you are submitting less than 90 days before the activity, or where the application needs consideration outside of the PGR Bursary meeting cycle

(Please provide details as to why your application has been delayed or cannot wait until the next scheduled meeting of the panel? Without any form of justification, your application will automatically be rejected.)

Click or tap here to enter text.

Outcomes/dissemination

(Brief details of how the results of the supported activity will benefit your research and how these outcomes will be disseminated within the Edge Hill faculty/department research community and the wider public/policy-makers where appropriate).

Click here to enter text.

Conference/workshop seminar attendance

Are you attending as a delegate or speaker?

Choose an item.

If presenting a paper, please give details of the event and state the title and authors of the paper *(please indicate whether you have had written confirmation of its acceptance).*

Click here to enter text.

If presenting a paper, please indicate how many of the other authors of the paper, EHU or external, are also attending this event to co-present and whether EHU is funding this.

Click here to enter text.

Previous support

Please give brief details of financial support received from Edge Hill University for your programme of research in the last three years. Please include any other PGR Bursary awards.

Click here to enter text.

Cost breakdown

Please provide details of the total cost of your activity, including estimates of the travel and accommodation costs. Please check the [University's financial regulations](https://go.edgehill.ac.uk/display/finance/Policy%2Band%2BProcedures) to ensure all the items in your budget are eligible. Please note receipts will be required to evidence all expenditure. Guidance on value for money and eligible costs is also provided in the document [PGR Bursary Fund Guidance](http://eshare.edgehill.ac.uk/id/document/40473).

**Please double click on the following table to activate.** Shaded fields will populate automatically.*N.B. ‘Project budget’ refers to costs required from any funding source; ‘%’ refers to the percentage of the overall project budget to be met from each source.*

Student signature

*Please sign and print your name and signature in the box below*

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**Date:** Click here to enter a date.

Director of Studies supporting statement

*This is* ***required*** *for all applications in advance of submission. This statement should identify the benefits to the student’s programme of research and also to the University’s reputation/preparedness for the REF.*

**Click here to enter text.**

Director of Studies signature

*Please sign and print your name and signature in the box below*

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**Date:** Click here to enter a date.

**Please return your completed form to** **GraduateSchool@edgehill.ac.uk**

For Graduate School use only

**Date approved:** Click here to enter a date.

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| *cid:image003.png@01D3FC1C.F50B03E0* | At Edge Hill, we are committed to respecting and protecting your personal information. To find ways in which the Graduate School uses your data, please see [edgehill.ac.uk/research/privacy](https://www.edgehill.ac.uk/research/privacy/). |

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| **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.
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.
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| **Putting the application together**1. 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.
2. Please **do not include subsistence** in your costings – you need to consider it in your activity but the bursary application will not cover this.
3. 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.
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| **Submitting**1. **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?
		+ **Applications will be desk rejected if the above requirements have not been provided.**
2. Make sure you manage your time and submit your application by 16:00 of the deadline. Applications after this time will be reviewed in the next application round.
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*Template updated: 09 Feb 2021*