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**Conference Bursary Scheme**

**2023-24**

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**The Graduate School**

**Northumbria University Postgraduate Research Student**

**Conference Bursary Scheme Guidelines**

**e form)**

The aim of this scheme is to support the development of PGRs personal and professional skills as well as their research skills. Attendance and presentation at a conference or symposium, either in person or online, allows students to engage with several areas of the [Vitae Researcher Development Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework) (A1, A3, B1, B3, C3, C2, and D2).

**Eligibility Criteria**

1. Bursaries are awarded to support postgraduate research students (i.e. those registered for an MPhil, PhD or Professional Doctorate) delivering presentations (including poster presentations) at conferences and through a central fund administered by the Graduate School
2. A student cannot claim more than £400 in a 12-month cycle, from 1 August 2023 to 31 July 2024. Funds cannot be carried over into the next financial year.
3. Bursary applications cannot be made after the conference has taken place.
4. Bursaries are to be used for the event they are awarded for and cannot be changed to a different event.

5) Some students are ineligible for the scheme. These include students who are expected to source funds from alternative resources:

* UKRI-funded students
* Students officially funded by an external sponsor, such as a private company or public body
* Northumbria University Academic members of Staff
* New Collaborative studentships where a training budget is incorporated in to the costs

1. The Graduate School will prohibit the award of conference bursaries to students who failed to attend Researcher Development Training on which they have reserved a place. Students who enrol but fail to attend such training sessions without sufficient notice or reasoning will have their application rejected.
2. Applicants must be enrolled as students at the time of the application and conference. Conference attendance must take place during standard duration; this is normally 3 years for full-time and 5 years for part-time students.

**Application Process**

1. The application should be submitted at least four weeks in advance of the event and must include an email of approval from the Principal Supervisor and relevant PGR departmental lead or PGR director; this provides confirmation of their support for the proposed activity.
2. Confirmation of an invitation to present e.g. a copy of the letter or email from the Conference Organiser must be submitted with the application form. Failure to provide this will prevent the consideration of the application. This standard requirement is that the successful applicant will contribute to the conference and feedback knowledge and experience gained from the conference to their supervision team and research group.
3. Written evidence must be provided at the time of application of how additional conference/ travel costs are being met (examples include self-funding, supervisor RIF/RERs payments, external grants, faculty funds).

**Award Outcome and Claiming Expenses**

1. The Graduate School will normally issue a decision to the applicant within two weeks of receiving the completed application and supporting document(s). Applications can only be approved where all eligibility criteria are met and funds remain available through the scheme.
2. The award must be spent by 31 July 2024andwithin theUniversity financial procedures and regulations.Bursaries cannot be used for “subsistence” (examples include lunch, snacks, social events, merchandise). The exception to this is formal conference meals where a ticket can be bought at registration.
3. All applicants are responsible for ensuring adherence to Northumbria’s Health and Safety policies and practices; For further information, please see the [Health and Safety webpage](https://www.northumbria.ac.uk/about-us/health-safety-resources/). A travel risk assessment and travel training (please search for ‘Preparing for Travel Checklist’ on your student portal and work through the steps), in line with University protocol, must be completed before any travel can be permitted.

It is expected that travel should be booked via your supervisor through the University travel company, as this allows the University to ensure appropriate Risk Management and Insurance arrangements are in place. However, recognising that there are some constraints, permission will be given to book ‘off system’. These requests should be discussed with an email to [fi.travel.queries@northumbria.ac.uk](mailto:fi.travel.queries@northumbria.ac.uk).   
  
When claiming using [MyForms](https://livenorthumbriaac.sharepoint.com/sites/acs/GS/GS/Bursaries%20and%20Funding/2022-23/Working%20docs/Draft%20conference%20bursary%20form.docx), please ensure the approved application form and any relevant receipts, are attached.

**Northumbria University Postgraduate Research Conference Bursary Scheme Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A – Student Details** | | | |
| Surname |  | First Name(s) |  |
| Student Number |  | Principal Supervisor |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section B – Research Details** | | | | |
| Current Thesis title |  | | | |
| Faculty |  | | | |
| Department |  | | | |
| Mode of Study | Full Time | Part Time | |  |
| Funding | Wholly Northumbria Studentship | |  | |
| Student Loan Company | |  | |
| Self-Funded (State Fee Band) | | Band 1  Band 2  Band 3  Band 4 | |
|  | Collaboration | |  | |
|  | Other (please state) | |  | |

|  |  |  |
| --- | --- | --- |
| **Section C – Conference Details** | | |
| Conference title, date and venue/country |  | |
| Title of paper |  | |
| Provide an estimate of the total cost of attending: *Please note that the maximum bursary award is £400; approval of the bursary does not indicate approval of other funds.* | | |
| **Item** | | **Amount (in £)** |
| Registration Fee | |  |
| Travel | |  |
| Accommodation | |  |
| Other (please give details and consult point 12) | |  |
| **Total** | |  |
|  | | |
| State how any other costs will be covered, ie. Faculty funds, self-funded etc. Other costs must be in place before application to this scheme. | | |
|  | | |

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| --- | --- | --- | --- |
| **Section D – Eligibility Checklist** *(you must fit all the criteria to be considered for the bursary award, if you have answered no to any criteria, your application will be rejected).* | | | |
| Enrolled and within standard duration of course | Yes | No | |
| Bursary Application submitted at least 4 weeks in advance of the event | Yes | No | |
| **Attachments Checklist** *(you must attach the below items to your application for it to be considered for the bursary award).* | | | |
| Confirmation of an invitation to present e.g. a copy of the letter or email from the Conference Organiser | | |  |
| Approval from Principal Supervisor (email from supervisor) | | |  |
| Approval from Faculty PGR Director/Departmental Lead (email from PGR Director/Lead) | | |  |

|  |  |
| --- | --- |
| **Section E – Declaration** | |
| I have read the guidelines and wish to apply for a Conference Bursary  *(By ticking this box this is your digital signature and agreement to abide by the scheme regulations)* |  |

Please return this form in Microsoft Word format (not a PDF) to [graduateschool@northumbria.ac.uk](mailto:graduateschool@northumbria.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Section F – To be completed by the Graduate School** | | |
| Approved | Yes | No |
| If not approved, state reasons why: | | |
|  | | |
| Amount awarded (maximum £400) | £ |  |
| Name of Authorised Staff Member |  | |
| Name of MyForms Signatory |  | |
| Cost Centre and Analysis Code | CC: U9004 | IO: 10471 |