 **Postgraduate Research**

**Conference Bursary Scheme**

**2024-25**

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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 2024 to 31 July 2025. 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
* Students on RDF collaborations
1. The Graduate School will prohibit the award of conference bursaries to students who fail to attend PGR Training on which they have reserved a place. Students who enrol but fail to attend such training sessions without sufficient notice or reasoning may 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 where feasible 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.

 **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 2025andwithin 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 must be completed before any travel can be permitted.

Your supervisor and/or your department administrator/resources team can advise you on the appropriate travel and conference booking process. Guidance on booking student travel is available on the student portal at:

[**Preparing for approved University travel**](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyportal.northumbria.ac.uk%2Fkbarticle%2FKA-01951&data=05%7C02%7Cj.grummitt%40northumbria.ac.uk%7Ca9fe0c1629f24fa3468108dd07c5304b%7Ce757cfdd1f354457af8f7c9c6b1437e3%7C0%7C0%7C638675265671118575%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1zaKtR2l%2FzgYei75NNdLwW8G6ZO3qSScEQU8wOIjvPA%3D&reserved=0)

[**Understanding University travel insurance**](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyportal.northumbria.ac.uk%2Fkbarticle%2FKA-01484&data=05%7C02%7Cj.grummitt%40northumbria.ac.uk%7Ca9fe0c1629f24fa3468108dd07c5304b%7Ce757cfdd1f354457af8f7c9c6b1437e3%7C0%7C0%7C638675265671151312%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=I%2F3KEcICUf9T2u9WPehX1hkuxCNjcWFn%2FxjNJjE154A%3D&reserved=0)

We recommend booking travel and accommodation via Diversity Travel, the University’s travel provider. PGR Students do not have access to Diversity Travel, so support on booking should be sought from your supervisor or department administrator/resources team. If the PGR supervisor is unable to book suitable accommodation on Diversity, then the supervisor (on behalf of the PGR student) can seek permission from Resource Management team to book outside of Diversity. This now done via Self Service -> Resource Management -> Finance Travel Query.

When claiming using [MyForms](https://livenorthumbriaac.sharepoint.com/sites/myforms/SitePages/Home.aspx?xsdata=MDV8MDJ8bWljaGVsbGUuYXVzdGluQG5vcnRodW1icmlhLmFjLnVrfDQ3MDhjNWU5YjVlMjRhMDM1YzkwMDhkYzk0MzY5YjZifGU3NTdjZmRkMWYzNTQ0NTdhZjhmN2M5YzZiMTQzN2UzfDB8MHw2Mzg1NDgyMDk0NTUzMDI0MDF8VW5rbm93bnxUV0ZwYkdac2IzZDhleUpXSWpvaU1DNHdMakF3TURBaUxDSlFJam9pVjJsdU16SWlMQ0pCVGlJNklrMWhhV3dpTENKWFZDSTZNbjA9fDB8fHw%3d&sdata=eVVYbTd5cThFSWNiZk9mUEpGaVl6Nm9JcWgydW11RjBqUU9pbmppWi9mcz0%3d&clickparams=eyAiWC1BcHBOYW1lIiA6ICJNaWNyb3NvZnQgT3V0bG9vayIsICJYLUFwcFZlcnNpb24iIDogIjE2LjAuMTc1MzEuMjAxOTAiLCAiT1MiIDogIldpbmRvd3MiIH0%3D), please ensure the approved application form and any relevant receipts, are attached.

**Northumbria University Postgraduate Research Conference Bursary Scheme Application Form 2024/5**

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

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| --- |
| **Section B – Research Details** |
| Faculty |  |
| Department |  |
| Mode of Study | Full Time [ ]  |  Part Time [ ]  |
| Funding | Wholly Northumbria Studentship | [ ]  |
| Student Loan Company | [ ]  |
| Self Funding | [ ]  |
| Other (please state) |  |

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| **Section C – Conference Details and Amounts being applied for** |
| Conference title, date and venue/country |  |
| Title of paper |  |

|  |  |
| --- | --- |
| **Item** | **Amount applying for (in £)** |
| Registration Fee |  |
| Travel |  |
| Accommodation |  |
| Other (please give details and consult point 12) |  |
| **Total** |  |
|  |
| State below how you will cover any other costs will be covered, ie. faculty funds, self-funded etc.  |
|  |

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| **Section D – Eligibility Checklist**  |
| 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 invitation to present e.g. a copy of letter/email from Conference Organiser  | [ ]  |
| Approval from Principal Supervisor (email from supervisor) | [ ]  |
| Approval from Faculty PGR Director/PGR Lead (email from Director or Lead) | [ ]  |

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| **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

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| **Section F – To be completed by the Graduate School** |
| Approved | Yes [ ]  | No [ ]  |
| If not approved, state reasons why: |
|  |
| Amount awarded (maximum £400) | £ |  |
| Name of Staff Member Approving Bursary |  |
| Name of MyForms Signatory |  |
| Cost Centre  |  |
| Analysis Code |  |
| Activity Code (if required) |  |
| Nominal Code (if required) |  |