

**Postgraduate Research**

**Research Events Support Scheme**

**2023-24**

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**The Graduate School**

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| **Northumbria University Postgraduate****Research Events Support Scheme Guidelines****(Please read these guidelines before completing the form)** |
| * This scheme is available to a team of postgraduate research students (i.e. those registered for an MPhil, PhD or Professional Doctorate) to fund the organisation and delivery of a conference, symposium or event within their discipline and are supported by a central fund administered by The Graduate School.
* The aim of this scheme is to support both the development of PGRs personal and professional skills as well as contribute to their research. The organisation of a conference, symposium or other research focused event allows students to engage with several areas of the Researcher Development Framework (A1, B1, B3, C3, C2, D2 and D1). The form of the activity proposed is entirely at the discretion of the applicant.
* This scheme awards up to £300 per application per 12-month cycle from 1 August to 31 July. Funds cannot be carried over into another financial year. Schemes are awarded on a competitive basis; they are not an entitlement and **cannot be made retrospectively**.
* The standard requirement is that applications will include one external speaker, be aimed at postgraduate research students and will take place on Campus (or via online platform due to covid restrictions) . Knowledge and experience gained from the event will be fed back to department and research group as appropriate.
* Applicants must be enrolled as students at the time of the application and conference. The event must take place during standard duration for all applicants (3 years for full time and 5 years for part time students).
* Funds for catering will only be approved where the individual event is longer than a ‘half day session’ in line with University regulations, and is held on campus
* If you are a Centre for Doctoral Training (CDT) funded student, you should firstly apply for funds through the CDT’s funding streams. For further guidance visit the CDT website.
* The application should be submitted **at least six weeks in advance** of the event and must be countersigned by the Faculty PGR Director; this provides confirmation of faculty consent for the proposed activity.
* The Graduate School will normally issue a decision to the applicant within three weeks of receiving the complete application and supporting document(s).
* The Graduate School recommends bookings of external speakers/venues are not made until funding has been secured.
* 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/>
* Following the research event, the lead student is required to submit a report to the Graduate School Committee, of no more than 500 words, describing the event and any outcomes.
* The completed application and any supporting document(s) should be submitted to: **graduateschool@northumbria.ac.uk**
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| **Northumbria University Postgraduate****Research Events Support Scheme Application Form** |
| Applicant details |
| Full names of all PGR organisers |  |
| Lead organiser’s email address: |  |
| Research details |
| Research interests: |  |
| Faculty |  |
| Department |  |
| Event details |
| Proposed title |  |
| Proposed date |  |
| Proposed venue |  |
| **Failure to provide responses to all the questions below will invalidate your application** |
| 1. What is the scope of the event and who is it aimed at?
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| 1. What is the proposed outline for the day?
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| 1. Who are the proposed/confirmed speakers?
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| 1. What are the proposed benefits/outcomes of the day?
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| 1. If held on campus, all relevant risk assessments have been carried out, and covid restrictions have been taken into account?
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| Budget |
| What amount of financial support is being requested? | £ |
| Please provide your budget below. Give as much detail as you can, adding more or deleting rows if necessary:

|  |  |
| --- | --- |
| **Item** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

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| Declaration |
| Lead organiser:*I have read the guidelines and wish to apply to this scheme**Signature:**Date:* | PGR Director:*I have read the guidelines and endorse this application**Signature:**Date:* |

Please now forward this form to graduateschool@northumbria.ac.uk

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| To be completed by the Graduate School |
| APPROVED: Yes ☐ No ☐ | AMOUNT APPROVED: £ |
| If not approved, reasons: |  |
| AUTHORISED SIGNATORY:  | DATE:  |
| **COST CODES:**  |