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**Conference Bursary Scheme**

**2022-23**

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**The Graduate School**

**Northumbria University Postgraduate Research Student**

**Conference Bursary Scheme Guidelines**

**(Please read these guidelines before completing the form)**

**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. Awards of up to £400 can be made to an applicant to attend one event in a 12 month cycle, from 1 August to 31 July. Funds cannot be carried over into the next financial year. Students are limited to two conference bursaries during their PhD standard duration
3. Bursaries cannot be made retrospectively.
4. Bursaries are to be used for the event they are awarded for and cannot be changed to a different event.
5. PGR students are not eligible to apply to the scheme within their first 12 months of study
6. Students are eligible to apply if they are:

* Self-funded paying Tuition Fee Band 1 (without a higher fee band level 2-4 (see <https://www.northumbria.ac.uk/study-at-northumbria/fees-funding/>) where additional costs have been added to a tuition fee),
* students funded by the Doctoral Loans Scheme, and
* students on a full-time studentship, wholly funded by Northumbria University (PGRDF scheme, for example)

1. Students with any external funding are expected to source funds from their supervisor and sponsors resources. This includes:

* Part-time students sponsored by their employer
* Research Council funded students
* Northumbria staff
* Collaborative PhD students (training budget is built in to costs)

1. If you are a Research Council funded student, you should firstly apply for funds through the relevant Doctoral Training Partnership / Centre for Doctoral Training funding stream.
2. 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 will have any bursary applications rejected.
3. 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 be countersigned by the applicant’s Principal Supervisor; this provides confirmation of their support for the proposed activity. If unavailable, an approval email attached to the bursary application will be acceptable. The application must also be countersigned by a relevant PGR director or PGR departmental lead.
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 (for example via self-funding, supervisor RIF or RERs payments, external funds, faculty funds etc).

**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** andUniversity financial procedures and regulations must be followed.
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/).
4. 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) . For further information, please see the [Travel Hub](https://one.northumbria.ac.uk/service/cs/travelhub/Pages/Travelling-for-Work.aspx) webpage. A travel risk assessment, in line with University protocol, must be completed before any travel can be permitted.

If 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 |  |
| Email Address |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | |
|  | 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) | |  |
| **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).* | | | |
| Applicant is not within the first 12 months of the course | Yes | No | |
| 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 Word format to [gs.graduateschool@northumbria.ac.uk](mailto:gs.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 Code/IO Number | CC: | IO: |