

GUIDANCE ON APPLYING FOR FUNDING FOR CONFERENCES (UK OR OVERSEAS), INSTITUTIONAL VISITS, PUBLICATION FUNDING and OTHER OPPORTUNITIES

1. Overview

Conference attendance (either in the UK or overseas), visits to other academic and non-academic institutions and writing for publication are recognised as important research activities that contribute to the research abilities and profile of a graduate research student. Significant skills and networking opportunities can be gained from conference attendance and presentation, while publications enable research students to gain recognition and acknowledgement as experts in a particular field at national and international levels. We appreciate that there may be other activities/events not covered by this list but of equal interest/relevance to students.

Students, in the first instance, would be expected to obtain the necessary funding from their Training Support Grant (for those receiving a Studentships/Scholarship which incorporates a TSG and other specific provisions such as the ESRC-funded Overseas Institutional Visit scheme for SWDTC-funded students) or from their academic department (several of which have funding set-aside for students to apply).

The Faculty of Humanities & Social Sciences at the University of Bath is prepared to consider applications for **additional** financial assistance, or where other sources of finance are not available, to support research students' projects and to enable the advancement of research through conferences/symposia/workshops and publications.

Funds up to £800 are available per event, or up to £1,000 across the duration of the student's programme. The funding will contribute to the cost of a return airfare or public transport (economy/standard off-peak rates), accommodation, meals and registration fees.

The Faculty is particularly keen to encourage applications which relate to:

- **collaborative activities**, either across departments (within the Faculty or including departments in other Faculties in the university) or with other academic organisations (such as the UoBristol, UoExeter, University of West of England or University of Plymouth through our South West Doctoral Training Partnership) and non-academic organisations. We would be particularly interested in activities demonstrating impact, where the host organisation will also benefit.
- the university's Internationalisation Agenda, for example through visits to one of our **International Partnerships** – see <https://www.bath.ac.uk/professional-services/international-relations-office-iro/>.

2. Eligibility criteria

To be eligible for funding under this scheme:

- (i) The student must be currently registered on one of the Faculty's PhD or Professional Doctorates.
- (ii) The proposed activity should relate to the student's PhD project: if not then the student will need to expand on the relevance of the activity e.g. personal development.
- (iii) The student must be making good progress with their PhD; evidenced by the most recent 6-month monitoring reports AND by the Supervisors supporting statement (see the application form below).

- (iv) Students studying Professional Doctorate programmes where there is a clear taught phase followed by a research phase (including the EdD, PDHealth and the PDPRP) must be in the research phase of their programme.
- (v) Additional criteria/limitations may be applicable, for example, in the case of TIER 4 visa holders.

3. Important information

- (i) There is no deadline, instead, applications can be submitted at any time of the year.
- (ii) The scheme is open to part-time and full-time students.
- (iii) There is no limit to the duration, however, it should be noted that no extension or suspension of studies will be permitted as a result of the award and so longer visits may impact on the time available to complete your studies.
- (iv) Applications must comprise a completed Proforma (see below) along with (where appropriate) an abstract of the paper or pdf of their poster to be presented at the conference, or an abstract of the paper to be published. **Applications exceeding the word counts or where there is no signature (electronic signatures are permitted) will not be considered.**
- (v) Applications must be sent electronically to Professor Emma Carmel at sssek@bath.ac.uk.
- (vi) The successful applicant will be informed about two weeks after the submission of the application – if applicants do not hear within two weeks they are encouraged to contact John Brice direct.
- (vii) Candidates may apply for multiple grants during their studies, providing the overall total claimed does not exceed £1,000¹ across the lifetime of their programme of studies, or £800 per activity.
- (viii) Funds will be transferred to a project account and candidates will be required to liaise with the university's Student Finance team and the Faculty Finance Office for access to the funds and the subsequent provision of receipts.
- (ix) On submission of the application, the applicant agrees that if their submission is successful their data and submission may be used for marketing purposes.

¹ Prior to March 2018, the total across the duration of studies was £800.

**PROFORMA FOR SUBMISSION OF APPLICATION FOR FUNDING FOR CONFERENCE (UK OR
OVERSEAS), INSTITUTIONAL VISITS AND PUBLICATION FUNDING**

A – Details of applicant

Student Surname	
Student First Name	
University ID Number	
Programme of Study	
Start Date	
Full / Part Time	
E-mail address	

B – Case (to be completed by the Student)

Please outline your proposed conference attendance / institutional visit / publication (*as relevant*) (continue on a separate sheet if necessary but no more than 600 words). Applicants are asked to illustrate the potential benefits of the proposal to their current studies and/or to their professional development.

In the case of an institutional visit there should be a clear planned programme of work, ideally illustrating potential impact (benefits to the host) and the opportunities to establish research networks.

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Student Signature:	
Date:	

**C – Supporting Case (to be completed by the Supervisor / Director of Studies
(in the case of a PGT student))**

Applicants must be supported by the supervisor and should demonstrate the potential benefits of the proposal to the student’s current studies and/or to their professional development

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Name	Position
Phone No	Email
Signature	Date

D - Details and Costs of the specific activity

Please complete the relevant section depending on whether you are claiming for a CONFERENCE (UK OR OVERSEAS), INSTITUTIONAL VISIT, PUBLICATION or ‘OTHER’ funding

D1 CONFERENCE (UK OR OVERSEAS):

Name of Conference or Workshop	
Conference or Workshop web link	
Location	
Dates	
Abstract (or pdf of Poster) attached	Yes <input type="checkbox"/> No <input type="checkbox"/>

Costs:

Registration	
Travel	
Accommodation	
Subsistence	

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D2 INSTITUTIONAL VISIT:

Country to be visited	
Is a visa required?	

Visit No.	From	To	No. of weeks	Details (host organisation, location, lead host academic etc.)
1				
2				
3				
Total no. of weeks (max 13)				

Costs:

Type of travel and dates	Travel costs (e.g. flight, transfers, domestic internal travel, train etc...)	Cost breakdown, plus total cost
		£
Accommodation details and dates	Accommodation costs	Cost breakdown, plus total cost
		£
Travel insurance type	Insurance costs	Cost breakdown, plus total cost
		£
Visa type (if appropriate)	Visa costs	Cost breakdown, plus total cost
		£
Meal subsistence (basic rate using numbeo.com)	Meal subsistence costs	Cost breakdown, plus total cost
		£
Materials/consumables details (if appropriate)	Materials/consumables costs	Cost breakdown, plus total cost
		£
Inoculation type	Inoculation costs	Cost breakdown, plus total cost
		£

GRAND TOTAL	£
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D3 PUBLICATION

Name of Journal / Publication	
Paper title	
Authors	
Abstract attached	Yes <input type="checkbox"/> No <input type="checkbox"/>

Costs:

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D4 OTHER

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E TOTAL COSTING

Other sources of funding available or applied for, including the amount received	
<u>GRAND TOTAL REQUESTED</u>	