Postgraduate Research Student Conference Fund

Notes of Guidance

***This fund is a trial for 2017 and should be considered as a ONE OFF. This fund may not be replicated in future years and should not be relied on for attendance at recurring or annual events***
Aim of the fund:

The aim of this fund is to assist postgraduate students pursuing original research to attend national events to present their research. The fund can assist with the costs of travel, conference registration fees and accommodation expenses and is intended to supplement the applicant’s own contribution or funds from other sources.

This will provide postgraduate research students with the opportunity to refine their research by exposing it to external peer review by presenting a paper, poster or other work at a conference, as defined below\(^1\). This will also provide students with the opportunity to network with some of the active researchers in their field.

Who is eligible?

Currently enrolled University of Bolton Postgraduate Research Students registered for a PhD, whether by thesis, published work or practice: Home, EU, overseas, full-time, part-time and distance learning students, professional doctorate students, and collaborative students in these categories are all eligible to apply. Support will not be made unless and until R1 Registration approval has been confirmed by the Board of Studies for Research Degrees.

The fund is only open to University of Bolton Students; however, University of Bolton staff members should discuss conference attendance with their line manager.

What can be claimed?

The fund can be used to provide a contribution towards the costs of travel, accommodation and conference fees that are incurred as a result of the attendance at overseas and UK conferences. The maximum contribution will be £250 towards conference attendance.

Conditions of use:

Only one application per student per academic year will be allowed and priority will be given to students who have not received University or Students’ Union funding for this purpose in previous years. The maximum number of applications that can be funded during a student’s programme of study is two.

Applications from students wishing to present at NUS or Students’ Union led events and those presenting for the first time are encouraged.

As a condition a receiving an award from this fund, recipients are required to share their learning from this experience through a presentation at one of the PhD workshops run regularly by the Research and Graduate School.

\(^1\) The term ‘Conference’ is used throughout this form for simplicity. It is intended to be interpreted widely and include all forms of recognised research dissemination that are available to research students. These may be formal oral presentations at academic conferences, art exhibitions, symposia, posters, or other forms of research output that can demonstrate clear involvement of the student as the main ‘presenter’ of the work and where there is direct or indirect peer involvement in an appropriate form of critical analysis made available to the student. The final decision on the appropriateness of the research request will remain with the Students’ Union.
Before submitting an application, students must investigate alternative funding sources. Students need to show that they have investigated internal and external funding for conference attendance and evidence of both should be provided in the application. The Director of Studies and School Research Coordinator will be able to guide students to appropriate sources.

Application Process:

Students will be required to complete the application form, having read these Guidance Notes. A student’s eligibility and firm commitment to attend the conference will need to be evidenced by the conference organising body and the form signed by the student’s Director of Studies.

An application form must be submitted before the conference is due to take place. Forms should be sent to info@boltonsu.com. A reply will be sent to confirm receipt. The application will be reviewed by a Panel comprising a Students’ Union Officer (The President or a Trustee) plus the SU General Manager and one member of the University’s academic or managerial staff having no potential conflict of interest in respect of any of the applications for funding. Decisions will be sent via email to the student and Director of Studies within one week of a decision being made.

On return from the conference, students will be required to complete a claim form and submit it within one month of returning from their conference. The form must detail all legitimate expenditure and original receipts should be attached. Please note that retrospective changes to an application cannot be made.

Criteria:

The aim of this scheme is to give students the opportunity to disseminate their research. It is not designed to support students who wish to attend courses, schools or to take up internships. Applications will be considered only in cases where a student’s Director of Studies agrees that the conference is relevant to a student’s research. A student must provide evidence to show that they have been accepted to present a paper/poster/other work at a research conference. We are unable to fund attendance at a conference if a student is not presenting their research. Applications for funding to make other forms of presentation, including those relating to practice-based research, will be judged on a case by case basis. Nevertheless, any alternative forms of presentation such as performances or displays of creative outputs must be delivered in conjunction with some form of critical reflection or written articulation of the work.

Students must seek internal and external funding for conference attendance in the first instance and this should be demonstrated in the application. In exceptional cases, supported by the Director of Studies, a student may present a case where no funding opportunities exist in their field/area of studies. For further information on sources of funding students are advised to consult supervisory team or School Research Coordinator.

Students whose PhD research is already being funded by the University or by a Research Council or other external source (e.g. an industrial, commercial, public sector or charitable body) should seek financial support from those sources in the first instance. If evidence is supplied that no support is available students will be eligible to apply to this fund.
Deadline:

The first closing date to apply to the fund is 1st May 2017 – subsequent dates will be announced subject to funding being available.

Assessment and award:

Once a student’s application has been considered, a student will be notified by email of the decision. If a student is successful in gaining funding this correspondence will give details of a student’s entitlement. Attached to the email will be the claim form for a student to complete and submit to the Students’ Union with a student’s original receipts to make a claim.

There is no possibility of having the award given in advance of attendance

Payment will be made up to a maximum contribution of £250. As there are only limited funds available, travel should be by the most economical means available, and should be by standard-class public transport except in exceptional circumstances. Students should, where possible, also register early to take advantage of ‘early-bird’ registration fees.

Once a student’s attendance at the conference has been approved, a student may not change the dates or details of the conference without prior authorisation from the designated Officer in the Students’ Union.

Complaints:

Any complaints about this process can be directed in the first instance to info@boltonsu.com.
APPLICATION FORM FOR POSTGRADUATE RESEARCH STUDENT CONFERENCE² FUNDING

Before completing this form please read the accompanying Notes of Guidance carefully. This form must be submitted BEFORE the conference is due to take place. This form can only be completed by the applicant and the relevant supervisor.

SECTION 1
Personal Details

First name(s): 
Surname: 
UoB ID: 
Research Degree: 
Current mode of Study: Full-time Part-time Year of Study: 
School: 
Email address: 
Student fees status: Home EU Overseas

SECTION 2
Conference Details and Justification

Please state your reasons for attending the conference and indicate how it is relevant to your research:

Please provide further information on the conference (e.g. its standing in the research community, frequency, usual number of attendees):

Title of Conference: 
Location: 
Travel Start Date: Travel End Date: 
Funding required to cover costs:

If you have already received funds from external sources or from your School please indicate how much this is and how this grant will be used to supplement this:

² The term ‘Conference’ is used throughout this form for simplicity. It is intended to be interpreted widely and include all forms of recognised research dissemination that are available to research students. These may be formal oral presentations at academic conferences, art exhibitions, symposia, posters, or other forms of research output that can demonstrate clear involvement of the student as the main ‘presenter’ of the work and where there is direct or indirect peer involvement in an appropriate form of critical analysis made available to the student. The final decision on the appropriateness of the research request will remain with the Students’ Union.
SECTION 3

Student Declaration

I confirm that I have read the accompanying Notes of Guidance and that I will undertake to inform the designated Officer in the Students’ Union and my Supervisor if the trip is cancelled. In the event that I cancel my trip without approval from the designated Officer in the Students’ Union and my Supervisor, I understand that I will be required to refund any money paid. I confirm that I have adequate travel insurance cover, as per the Notes for Guidance.

I confirm that I have been invited to present a paper/poster/other work at a conference* and I attach the relevant paperwork/e-copies as evidence.

Please tick one of the following statements as appropriate:

I confirm that I have applied for internal and external sources of funding as required by the conditions of this funding. I attach details of the application(s) I have made to date.

I have not been able to apply to external funding and I state below the reasons why.

Signature:

Date:

(Research Student)

SECTION 4

Director of Studies/First Supervisor Support and Declaration

Please state the relevance of this conference to the student’s research:

Please indicate that the student is making satisfactory progress (e.g., through successful R1, R2):

In cases where the student has not been able to apply for external funding please indicate the reasons:

I confirm that the student will be presenting a paper (or equivalent) on their research at this conference. I confirm that I have read the accompanying Notes of Guidance and that the details of the conference completed by the award holder are accurate. I will undertake to inform the designated Officer in the Students’ Union if the trip is cancelled.

Signature:

Date:

(Director of Studies)
SECTION 5

To be completed by the designated Officer in the Students’ Union

This application has been considered through the advertised process and the decision is to:

AWARD       NOT AWARD

Amount awarded and justification:

Reasons for not awarding funds:

Signature:                      Date:

(Designated Officer in the Students’ Union)