

Additional Funding Student Guidance Notes

M4C has three additional funding streams, the Engagement Fund (EF), Research Development Fund (RDF) and Cohort Development Fund (CDF). The differences between the schemes are outlined below.

Engagement Fund (EF)

The Engagement Fund is available to support costs relating to engagement and professional development activities.

EF can be used to fund the following:

- Travel and accommodation costs associated with undertaking a placement or engaging with an external collaborator
- Language courses
- Specialist training and development

Please note that the EF cannot be used for subsistence costs and other living expenses that students would usually incur on a daily basis.

Applications to the EF will be devised by students with the support of the supervisory team as part of the Development Needs Analysis (DNA).

There is no limit to the number of EF applications that can be made throughout the studentship. Each application to the EF is assessed on a case by case basis and monitored closely to ensure all students have the same opportunities to apply.

The minimum amount that can be applied for is £100. There is no maximum amount.

Research Development Fund (RDF)

RDF can be used by students to undertake overseas and UK study visits, fieldwork, deliver papers at conferences and to cover some primary research costs. RDF will only be allocated to activities which are essential to the completion of the student's thesis.

RDF should not be used for broader professional training and development costs as these are covered by the Engagement Fund. Nor should it be used to support costs of working with an external partner, whether as part of a Collaborative Doctoral Award or as part of a placement.

RDF can be used to fund the following:

- Attend and present at UK and overseas conferences
- UK and overseas fieldwork and study visits

Exclusions and Considerations

- Students must have the necessary visas and permissions for their programme of research, and a proper account of any health, safety and security issues must have been undertaken by the student in conjunction with their institution.
- Funded activity should not take place before the student's award has commenced (retrospective funding is not permitted)
- Funding can only be allocated to activities that are essential to the completion of the PhD thesis
- The duration of the study visit should not exceed 12 months
- It is not expected that students undertake a UK or overseas study visit in the last three months of the funded period of their AHRC award
- RDF will not be provided for students after their period of funding has ended

Please note that RDF cannot be used for subsistence costs and other living expenses that students would usually incur on a daily basis.

Applications to the RDF will be devised by students with the support of the supervisory team as part of the Development Needs Analysis (DNA).

There is no limit to the number of RDF applications that can be made throughout the studentship. Each application to the RDF is assessed on a case by case basis and monitored closely to ensure all students have the same opportunities to apply.

The minimum amount that can be applied for is £100. There is no maximum amount.

Expenses Guidance

The purpose of the Research Development Fund and Engagement Fund and is to provide students with the means to carry out their research and other activities that are engaged with professional development; it may not be used for living expenses that students would usually incur or for consumables.

The list below is not exhaustive but here are some examples of ineligible items:

- Books
- Photocopying
- Poster printing
- Transcribing services
- Membership fees
- Capital equipment, including laptops, cameras and dictaphones, cameras
- Subsistence, including conference dinners
- Passports
- Visa/ESTA
- Travel and medical insurance
- Claims for travel or accommodation that do not meet the criteria below:

Travel by rail and taxi

When travelling by rail you must always use standard class and will be expected to obtain the best value for money. This may mean pre-booking your tickets to travel on specific (timed) trains.

Use of taxis is not an entitlement and journeys should be made by public transport. This also applies when travelling overseas. Taxi fares may only be claimed where one of the following applies:

- no suitable public transport is available
- travelling to an unknown locality
- public transport is infrequent
- the journey is either early morning (before 6.30am) or late at night (after 10.00pm) and alternative methods of public transport are not available,
- welfare reasons and issues of personal safety.

Travel by personal vehicle

In some instances it may be more practical and cost efficient to travel using your own vehicle. If you include mileage within your funding application please use the rate that your university will reimburse you at. This may differ from institution to institution but you can clarify with your school/department if necessary.

Accommodation

Accommodation costs can be claimed where students cannot reasonably be expected to make a return journey on the same day. Repayment of overnight accommodation can be made, up to a ceiling of:

London - £100 per night

Elsewhere in UK - £70 per night

Overseas – £100 per night

The maximum amount that may be claimed towards accommodation costs is £1,400 per trip. The accommodation ceiling costs still apply to the nightly rates and any additional costs for accommodation during a trip will be subsidised by the student. Students may choose to top up the accommodation costs themselves for anything over the £1,400 limit if required.

Multiple trips

If you are planning several trips related to one activity that total £100 or more, you may make one application combining all of these trips. For example, a research trip that involves visiting several archives over a two week period or longer can be made in one RDF application.

Placement specific guidance

All of the above guidance applies to placement applications with the exception that the total amount that can be claimed towards accommodation and travel costs combined is £1,400. Please note that for placements, you cannot apply for any funding until your project brief has been approved. You

should submit your funding applications at least two months in advance of your proposed placement start date (see deadline schedule).

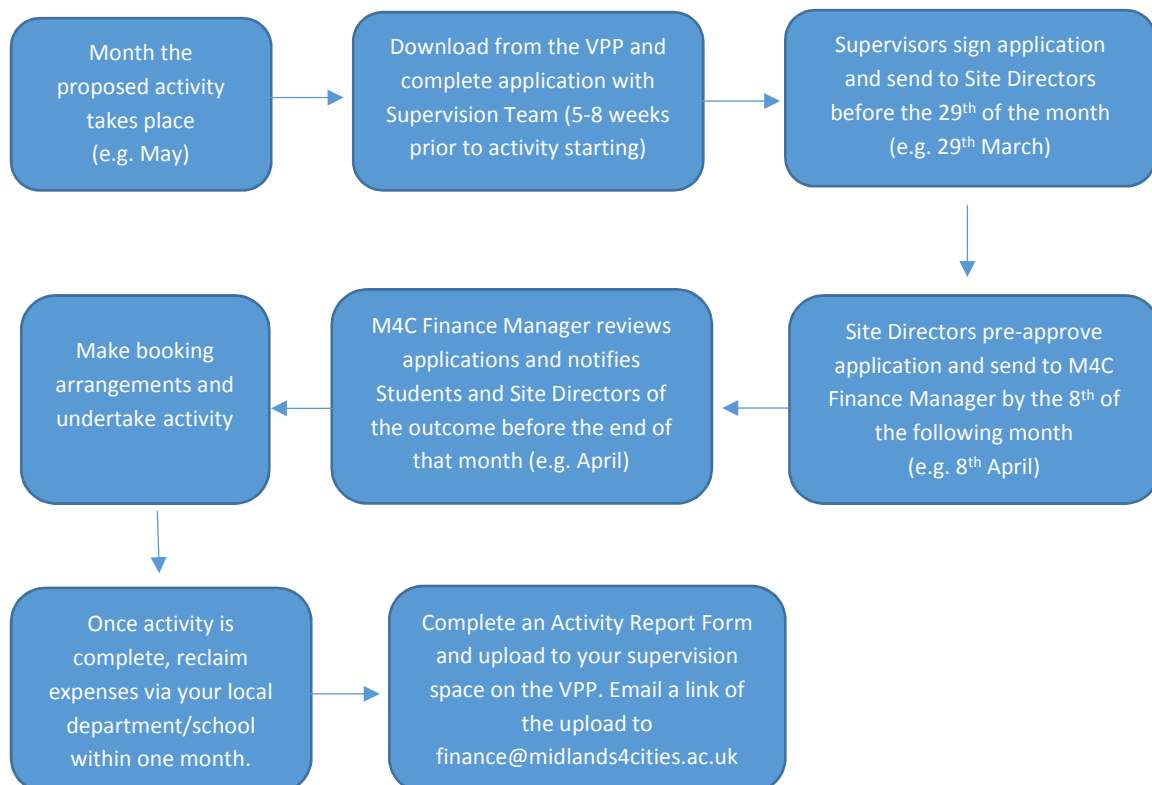
Additional information

- Copies of quotations must be provided to support any costs included in the application.
- If there are any price increases between submitting the application and booking travel and accommodation these must be funded by the applicant. No additional funds will come from RDF to make up any shortfalls after an application is approved.
- Contingency costs are not to be included within your application as they will not be accepted.
- Retrospective applications will not be considered. Please refer to the application deadline schedule for clarity on application timescales.

Funding Application Process

Applications should be submitted well in advance and as a rule of thumb will need to be 5-8 weeks in ahead of the proposed activity. For clarification on dates for application submissions, a deadline schedule is provided below.

An application cannot be considered if it is not within this timeframe and retrospective applications will not be considered. Please note that for placements, you cannot apply for funding until your project brief has been approved.



Engagement Fund and Research Development Fund Deadline Schedule

| Month of Activity/Trip/Conference | Deadline to submit application forms to Site Directors | Site Directors submit forms to M4C Finance Manager | Latest date student notified of outcome |
|-----------------------------------|--|--|---|
| January | 29 th November | 8 th December | 31 st December |
| February | 29 th December | 8 th January | 31 st January |
| March | 29 th January | 8 th February | 28 th February |
| April | 28 th February | 8 th March | 31 st March |
| May | 29 th March | 8 th April | 30 th April |
| June | 29 th April | 8 th May | 31 st May |
| July | 29 th May | 8 th June | 30 th June |
| August | 29 th June | 8 th July | 31 st July |
| September | 29 th July | 8 th August | 31 st August |
| October | 29 th August | 8 th September | 30 th September |
| November | 29 th September | 8 th October | 31 st October |
| December | 29 th October | 8 th November | 30 th November |

Cohort Development Fund (CDF)

The Cohort Development Fund (CDF) is designed to fund groups of students and to support training, development and research activities for the cohort of M3C/M4C students and to include Arts and Humanities students outside of the Doctoral Training Partnership wherever possible.

Activities supported by the CDF can range in scale from student-led disciplinary and interdisciplinary research activities (workshops, symposia, conferences, writing retreats etc.) to training and development activities that cross disciplinary and methodological boundaries and that enable students to work together on group projects of common interest to arts and humanities postgraduate researchers.

The purpose of CDF is to enable activities that develop and benefit cohorts of students rather than individual students. The CDF will support students to lead on activities that feed into the Midlands4Cities culture of postgraduate research and the community as a whole. All applications to CDF must include a minimum of two M4C students from at least two institutions

Examples include:

- Student-designed and managed research activities such as workshops, symposia or conferences (from 1-day events to larger conference initiatives)
- Activities that enable groups of postgraduates to develop disciplinary and interdisciplinary research networks (e.g. practice-based researchers, medievalists, language cohorts, digital humanities etc)
- Discipline-crossing research (e.g. students from different institutions/disciplines embarking on a writing partnership with the aim of a joint publication; artists and theorists working together on performances/events)
- Student-led initiatives with M4C external partners (e.g. policy, community outreach, event management) and/or projects that respond to partner-led and UKRI strategic priorities.
- Public engagement events designed and organised by students.
- Innovative training or professional development initiatives

If you have an idea for a CDF activity you can use the VPP to promote the idea and encourage others to work with you before you submit the CDF form for approval.

CDF Exclusions

- The CDF is not intended to support needs-based training for individual students. This is covered through the Engagement Fund.
- Travel expenses are not normally funded by the CDF and tickets may not be purchased for travel which will take place after the end of the studentship award or the end of the grant. In some cases, if a nominal amount of the overall project budget costs relate to travel expenses, the CDF may be used to cover these costs.
- The CDF cannot to be used to support any existing infrastructure or activities that would normally be supported by the Universities

Funding

- Applicants should discuss funding proposals within their supervisory team and are strongly advised to consult with Site Directors prior to submission of an application.
- For larger projects, applicants should also explore funding opportunities from external and other university sources, and should include details of funds applied for or awarded in the application (e.g. subject associations and Graduate School funds)
- Some larger projects may incur significant costs, for example, venue hire or speaker costs. If these costs are agreed, they may be invoiced directly to M4C. In this event, the lead applicant should contact the M4C Finance Manager finance@midlands4cities.ac.uk once the application has been approved to discuss the details. Smaller costs will be incurred by the lead or co-applicants initially and claimed back via an expenses form (see application process below).

Application Process

1. The lead student applicant should complete the CDF application form having planned the activity with their co-applicants, and ensured that the application falls within CDF aims and objectives. If they require any further guidance, they should contact their supervisors and Site Directors in the first instance.
2. The form should be emailed to enquiries@midlands4cities.ac.uk. It should be emailed for the attention of the M4C Director and M4C Manager who will assess and approve or reject applications.
3. Decisions will normally be communicated to applicants within 4 weeks of the application being received. Please keep this timescale in mind when you make your application.
4. The lead applicant will be informed of the decision and the amount of the award by email. Any conditions attached to a CDF award will also be communicated at this time.
5. In the event that further clarification is needed on aspects of the application, the lead applicant should respond to questions within two weeks of the questions being posed.
6. At this point the lead applicant may contact the M4C Finance Manager to discuss costs and invoices that will be paid for directly by the M4C DTP if appropriate.
7. In the instance of a rejected application, the M4C Director and Manager's decision is final and feedback will be offered on the application.
8. On completion of the activity, the student applicant is required to produce a report on the activity within one month and submit this with an [M4C expenses claim form](#) which can be found on the University of Nottingham Website "EXP3a" to the M4C Finance Manager for reimbursement finance@midlands4cities.ac.uk

By submitting an application for CDF, EF or RDF (and the follow-up report on the activity as required of each award) the student agrees that Midlands4Cities may use this information for promotion and publicity e.g. as case studies on the website or within local media.

Any enquiries regarding CDF, EF or RDF guidelines should be sent to the M4C DTP Finance Manager finance@midlands4cities.ac.uk