

ECONOMICS DEPARTMENT - PGR RESEARCH FUNDING PROCEDURE

In addition to Departmental Scholarships, the Economics Department provides additional funding for MRes/PhD students throughout the programme, to support research expenses. These are:

- Personal Conference Fund (£1500 per student)
- Discretionary Research Fund (£40,000 pot per year)
- Job Market Personal Fund (£1500 per student on the job market)

Please note that if you are in receipt of a scholarship that provides a Research Training Support Grant (RTSG) then we would expect you to apply to and exhaust those funds in the first instance, before applying for the departmental funding options. These include ESRC (£2500) and Chancellors International Scholarships (£5000) and any other external funding you may have access to.

In general, we would expect you to claim from your Personal Conference Fund first for most claims. Once you have depleted that fund then you should apply to the Discretionary Research Fund. If your requirement is a claim that better fits the eligible expenses from the Discretionary Research Fund, then you should apply directly to that, bearing in mind the timelines for the next available round of applications and the timing of the requirements of your research project.

Below we provide guidance to help you understand which fund to apply for, what is eligible, and how to apply for these funds.

Personal Conference Fund (PCF)

This provides a **maximum** of £1500 per student over the course of the MRes and PhD programme (six years maximum)

- Eligible expenses include: journal submission fees, participation in high quality conferences or workshops including conference registration fees, associated visa costs, associated travel and accommodation, purchase of data or a contribution towards fieldwork expenses and summer school attendance. Other research related costs may be considered upon application.

NOTE: the judgement of the quality of conferences or summer schools, as well as the merit of all other research expenses is at the discretion of the Director of MRes/PhD.

To Apply: Complete the application form [PGR Personal Conference Fund](#) and email it to N.S.Deven@warwick.ac.uk for approval*

*Please be mindful of the time it takes to get quotes for flights/accommodation when you are applying for these funds. Please allow **at least** two weeks' notice, more if possible. Also, be aware that it takes time for VISA requests to be processed (2 – 6 weeks) – we have had to cancel a couple of trips due to visas not being received back in time.

Note: Students should keep a running total of spend from their PCF and ensure you do not claim above the limit, without prior permission.

Discretionary Research Fund (DRF) - fund total of up to £40,000 per annum

This is available, upon application, to MRes year 2 students and PhD students up to the end of PhD year 4.

- Eligible expenses include: data purchase, fieldwork, experiments, attendance at high quality conferences* if presenting. Other research related costs may be considered upon application.
- There is an upper limit of £2000 for each individual application.
- There will be a round of funding every three months, with $\frac{1}{4}$ of the annual fund i.e. £12,500 to be disbursed at each round, to ensure that the chance of funding is not affected by the time of year when you submit your application. The deadlines for the four rounds of applications will be: 1st January, 1st April, 1st July, 1st October each year.
- Funding will be awarded on the merit of the application by the Directors of MRes & PhD Programme who will invite one or two evaluators in the research area (not your supervisor) to grade the application. Final decisions will be based on the grading from the evaluation of the proposal.
- At any funding round, priority will be given to first-time applicants. If demand is high, you may have only one application funded in any year.
- At the end of the funded activity, you will be asked to submit a short report via an online form.

* NOTE – New for 2023-24 – the following limits have been introduced regarding the use of this fund (DRF) for conference attendance only and is related to the year of the programme you are in at the time of the conference:

- MRes year 2 and PhD years 1 and 4 - no conference attendances will be funded (please use your Personal Conference Fund)
- PhD years 2 and 3 - up to 2 conference attendances, if presenting your paper, may be funded each year

To Apply: Complete the online form [Discretionary Research Fund Application](#). On this form, you need to give a description of the project or activity for which you require funding, with a breakdown of the costs by type of expenditure for funding, and your supervisor must make a supporting statement (400 words max). Please note that this fund cannot be accessed retrospectively. Your application must be for a future event, at least three weeks beyond the deadline date (if a visa application is required you should factor in more time).

Job Market Personal Fund

This provides a **maximum** contribution of £1500 per student. Available to students formally on the Job Market and engaging in the Department's Job Market Placement Strategy.

- Eligible expenses include flights, accommodation and visa costs associated with attendance at ASSA and AEA job market conferences. (See Appendix A below)

To Apply: You do not need to request permission in advance to book for attendance at these two Job Market conferences for the purposes of the Job Market first round of interviews. A list of eligible students will be given to the Finance Officer who will be able to book your flight/accommodation through Key Travel for you if necessary (refer to Appendix A). All travel expenses must be claimed within three months of expenditure.

NOTE: these two conferences have in the past few years announced the job market interview round would be online only and so it has not been applicable. This is a decision made annually and we will resume this funding if this reverts back to in-person initial interviews at the conferences.

Once you have received approval for Personal Conference Fund or Discretionary Research Fund

Once approval has been granted, please check on the table below how to go about the purchase/arrangements in accordance with Warwick’s financial regulations (FinRegs) a summary of which can be found in Appendix A. Please do not commit any spend until you have read and understood the financial regulations guidance. If you have any doubt, please seek clarification.

Cost	Possible Funding Source(s)	Purchasing process
Conference attendance	Personal Conference Fund Discretionary Research Fund	<u>Registration fee</u> : personal payment and reclaim through concur or request to use the department’s purchasing card <u>Accommodation</u> : Refer to Appendix A. <u>Subsistence</u> : Refer to Appendix A
Travel	Personal Conference Fund Discretionary Research Fund	Includes associated visa costs Refer to Appendix A A risk assessment must be completed for all overseas travel prior to a booking being made. The form is available at: https://warwick.ac.uk/fac/soc/economics/intranet/operations/hr/travelrisk . If you are not booking through Key Travel, then you must ensure that you have an alternative arrangement for return travel detailed in your risk assessment in case of airline failure or cancellation of your flight.
Software	Personal Conference Fund	A request form to be submitted to the Department IT team via: Software (warwick.ac.uk) The Department’s IT Team will work with you to get the necessary approval from Central IT team via: Software Procurement IDG University of Warwick Once approved, payment is via the Department’s purchasing card or an invoice from the vendor.

		Dropbox: if approved by the Department's IT team, personal funds can be used and reclaimed through Concur.
Data	Personal Conference Fund Discretionary Research Fund	Request the use of the Department's purchasing card or invoice from vendor. If a contract is needed, please contact the Department's Finance Officer.
Professional subscriptions	Personal Conference Fund	The subscription must meet one of the following: <ul style="list-style-type: none"> • Required by the university. • The actual financial benefits realised from membership must be equal to or greater than the cost. • Other "benefits" must be capable of being realised and not simply be notional and must be made available as required within the department and not retained by one individual. • Membership is required to attend a conference or present a paper. Personal payment and reclaim through Concur. You must include the criteria it has met on the comment section in Concur.
Submission of a journal article	Personal Conference Fund	Personal payment and reclaim through Concur or request to use the Department's purchasing card.
Experiments	Personal Conference Fund Discretionary Research Fund	To fund experiments up to value of £20 per participant, plus set-up costs e.g. programming costs. MTurk: submit a request form to the Finance Officer. Payment will be made using the Department's purchasing card. Experiments can also be run by Prolific - payment for is made via invoice further information can be found here . The billing address should be: Department of Economics, University of Warwick, Coventry, CV4 7AL and a purchase order number will have to be requested from the finance officer.
Fieldwork	Personal Conference Fund Discretionary Research Fund	Refer to Appendix A.

Summer Schools	Personal Conference Fund	A statement from the supervisor should be provided upon application for funding for this, giving reasons why the summer school would add benefit.
Research Assistant Support	Discretionary Research Fund	This may be permitted under exceptional circumstances. Scrutiny by an academic panel would be required for approval. If approval is granted, please refer to the Department's RA Procedure (available on request) on how to proceed.
Job market related travel	Job Market Allowance	Refer to Appendix A. Claim through Concur.
Proof reading job market paper	Departmental Funding	If you have identified yourself as on the Job Market and actively engaging with the Department's Placement Strategy, the Department engages a specific proof-reader for Job Market papers only. We cannot fund any other proof-reading service. The department cannot fund proof reading of a thesis or any papers that would be included in the thesis, apart from the Job Market paper.

IMPORTANT: All travel expenses must be claimed **within three months** of expenditure and be in accordance with the University's Financial Regulations, (refer to Appendix A). If you are able, please submit your claim for reimbursement through Concur. For your first claim, please complete the for fp16aphd and submit it, along with all receipts, to Natalie Deven or the Finance Officer. After processing this, you will be set up with an account on Concur for future expenditure claims.

Contacts for further information or assistance:

- Programme Officer (PGR), Natalie Deven (N.S.Deven@warwick.ac.uk), S2.138
- Finance Officer, Sarah Thomson (sarah.thomson@warwick.ac.uk), S2.136
- Research Administration Assistant, Margaret Nash (M.J.Nash@warwick.ac.uk), S2.136
- Administration Assistant, Sharon Yarrow (s.yarrow@warwick.ac.uk), S2.134
- Executive Officer, Gill Gudger (g.e.gudger@warwick.ac.uk), S2.134

Appendix A below

Appendix B below

Appendix A – Travel Expenses

Accommodation – UK	
<p>£200 a night if staying in a London postcode £130 a night everywhere else in the UK</p>	<p>Should be booked through the approved supplier (Key Travel) unless the total cost of stay would be under £500 then personal funds can be used and reclaimed through Concur. Bookings must not be split to fall under the £500 threshold to avoid using Key Travel.</p> <p><i>The University does not permit Airbnb properties to be booked as they are not subject to the same health and safety checks as registered properties. There are also concerns around the authenticity of the properties as Airbnb are only a front for the accommodations and there is no guarantee that the properties actually exist.</i></p>
Accommodation – Overseas	
<p>Accommodation should be comfortable and safe without being opulent</p>	<p>A risk assessment must be completed for all overseas travel prior to a booking being made. The form is available at: Overseas Travel Risk Assessment (warwick.ac.uk). If you are not booking through Key Travel then you must ensure that you have an alternative arrangement for return travel detailed in your risk assessment in case of airline failure or cancellation of your flight.</p> <p>From 20 April 2022, there is a temporary relaxation of the requirement for travel and accommodation for bookings to European countries which are under £500 in combined total value to have to be arranged through Key Travel. You can therefore book such travel yourself.</p> <p>Accommodation for a conference can be booked directly with the conference hotel or a nearby hotel where preferential rates are offered, this can also be booked without FinRegs approval.</p> <p>For travel exceeding a combined total value of £500 and/or travel to non-European countries, arrangements must be made through Key Travel.* If this is not suitable, please contact the Finance Officer who will seek FinRegs approval to book via an alternative route. Alternative arrangements must not be made until FinRegs approval is granted.</p> <p><i>The University does not permit Airbnb properties to be booked as they are not subject to the same health and safety checks as registered properties. There are also concerns around the authenticity of the properties as Airbnb are only a front for the accommodations and there is no guarantee that the properties actually exist.</i></p>

	<p>* Key Travel must be used to book for travel with a combined total value of £500 and/or travel to nonEuropean countries so that the University can meet its duty of care to staff and students, and so that we can identify and contact our people when they are in potential hotspots and might need assistance, whether that be due to disease outbreaks, war, civil unrest or other possible problems which might be encountered when travelling.</p>
Subsistence – UK	
<p>£10 – breakfast (if journey starts before 7am) £15 – lunch £30 – evening meal £40 – evening meal when dining in hotel in which you are staying.</p> <p>Refreshments – £5 a day Alcohol - modest amount allowed with a meal.</p>	<p>Personal payment and reclaim through Concur. Itemised receipts will be required (not just card payment receipt).</p>
Subsistence – Overseas	
<p>All meals up to the limits set by HMRC Expenses rates for employees travelling outside the UK - GOV.UK (www.gov.uk)</p>	<p>Personal payment and reclaim through Concur. Itemised receipts will be required (not just card payment receipt).</p> <p>Foreign Per diem can be claimed for certain countries/cities and further details can be found at: Foreign per diems (warwick.ac.uk)</p>
Travel – UK	
<p>Rail should be the default method of transport for all UK journeys.</p> <p>Car mileage rates can be claimed at the rate of 45p per mile.</p> <p>Taxis should only be taken if no other public transport is available.</p> <p>Only in exceptional circumstances with HoD and FinRegs approval should you take a UK flight. A £15 Green Levy will be charged to the department.</p>	<p>Key Travel should be used to book train travel and flights (if approved), all other journeys personal payment and reclaim through Concur.</p> <p>If you are using your personal car for university business, you must have business insurance cover. The mileage rate includes the small additional cost for adding the cover.</p>

All journeys should be on a standard ticket.	
Travel - Overseas	
<p>Rail should be the default method of travel for European journey's up to 6 hours.</p> <p>All journeys should be on an economy/standard ticket.</p> <p>Taxis should only be taken if no other public transport is available.</p> <p>A £15 Green Levy will be charged to the department for all European flights and a £60 Green Levy charged for all non-European flights.</p>	<p>All overseas travel should be booked through Key Travel*. If this is not suitable, please contact the Finance Officer who will seek FinRegs approval to book via an alternative route. Alternative arrangements must not be made until FinRegs approval is granted.</p> <p>For conference bookings outside of Europe, or in Europe and travel and accommodation costs will be more than £500, flights should be booked through Key Travel, per the University policy.</p> <p>* With the exception of travel to some European conferences, Key Travel must be used to book all overseas travel and accommodation. This is so that the University can meet its duty of care to staff and students, and so that we can identify and contact our people when they are in potential hotspots and might need assistance, whether that be due to disease outbreaks, war, civil unrest or other possible problems which might be encountered when travelling.</p> <p>When using Key Travel, please:</p> <ul style="list-style-type: none"> • Give the department office team the right access to finalise your booking, you need to select the email address that appears in a drop down list while you are typing. • As well as sending quotes to the department office to book it is important that you also hold the booking. This ensure you are holding a seat at the price quoted and so should not result in a price increase when we are entering the PO number. <p>Payment for a taxi should be via personal payment and reclaim through Concur</p>

Appendix B – guidance on booking procedure

