

ECONOMICS DEPARTMENT - PGR RESEARCH FUNDING PROCEDURE

As part of the Departmental Scholarship, the Economics Department provides funding for MRes/PhD students throughout the programme, to support research expenses. This comprises of:

- Personal Conference Fund (PCF) - £1500 per student
- Discretionary Research Fund (DRF) - annual budget available to students via application

We encourage students to apply for other scholarships that are available for PhD students either within the University or externally, such as ESRC or Chancellor's International Scholarships. These will replace the Departmental scholarship for the PhD part of the programme. Successful applications will be beneficial to both the Department and provide additional benefits for the student (excellent for your CV) particularly if it includes an additional research training grant eg. Chancellors International Scholarship (£5000 RTSG) or ESRC (£2500 RTSG and other benefits). If successful, you are still eligible to apply to the Departmental support expenses listed above. We expect you to utilise any additional funding you have available from other sources whenever possible before applying for departmental support, if you are in this fortunate position.

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, presenting in high quality conferences or workshops (including conference registration fees, associated visa costs, associated travel and accommodation), purchase of data, 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 and your supervisor.

Application Procedure:

- Complete the application form [PGR Personal Conference Fund](#) and email it to Enquiries.Econphd@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.
- Students should keep a running total of spend from their PCF and ensure you do not claim above the limit, without prior permission.
- Await approval – if you book without approval, you do so at your own risk that the costs will not be covered by your PCF if your application is not approved.

- Once you receive approval, see **Table 1** below for guidelines on how to proceed. Please also refer to **Appendix A** at the end of this document, for a summary of travel expense limits and guidelines.
- 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>.
- The [University Financial Regulations](#) must be always adhered to.

Discretionary Research Fund (DRF)

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, presenting at high quality conferences*. 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. 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 may 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.

* NOTE the following limits 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

Application Procedure:

- Complete the online form [Discretionary Research Fund Application](#). On this form, you need to give a **brief** 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).
- After the deadline has passed, all applications will be reviewed, and you will receive an email informing you of the decision.
- If you receive approval, see **Table 1** below for guidelines on how to proceed. Please also refer to **Appendix A** at the end of this document, for a summary of travel expense limits and guidelines.
- 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>.

- 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). If you have extenuating circumstances and need a more urgent decision, submit your application and email enquiries.econphd@warwick.ac.uk to explain why you need this to be looked at before the next DRF deadline.

TABLE 1: 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 The University Financial Regulations (FinRegs). **Appendix A** provides a summary of travel expense limits and guidelines (at the time of this document publication).

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 <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 (EU or other) 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 Discretionary Research Fund	Please refer to here: Software Procurement IDG University of Warwick Please check with the Department's IT Team to see if the software is already available Economics.IT@warwick.ac.uk Once approved, payment is via an invoice from the vendor if approved by the Department IT Team. Personal payments will not be reimbursed. NEW: Dropbox/Chat GPT: if approved by the IDG team, personal funds cannot be used and reclaimed through Concur, you must now contact the department to make any payment on your behalf via the department credit card. Contact economics.finance@warwick.ac.uk to arrange this. You will need to provide a copy of the IDG approval email.

Data	Personal Conference Fund Discretionary Research Fund	Request an invoice from vendor. If a contract is needed, this may need to be looked at by one or more of the following: <ul style="list-style-type: none"> • Liz Davies, Research Manager (elizabeth.d.davies@warwick.ac.uk) • University Legal Team • RIS (Research and Impact Services) Only certain individuals are permitted to sign contracts within the University, so do check.
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.
Experiments	Personal Conference Fund Discretionary Research Fund	Please refer to the Experiments Funding Process https://warwick.ac.uk/fac/soc/economics/current/mres/resources/funding/experiments To fund in-person lab experiments using SONA Participant Pool (Warwick student participants) To use online survey platforms such as MTurk or Prolific
Fieldwork	Personal Conference Fund Discretionary Research Fund	Please refer to the Health & Safety Services pages regarding Fieldwork planning and risk analysis Fieldwork Refer to Appendix A for expenses.
Summer Schools	Personal Conference Fund	A statement from the supervisor should be provided upon application for funding for this, giving specific 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.
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. This will cover the proof-reading of the introduction section only, within the specific time restrictions published at the time. We cannot fund any other proof-reading service.

Claiming expenses once approval has been granted

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).

1. **For your first claim only**, complete the form [fp16aphd](#) and submit it, along with all receipts in one pdf format, to the Programme Officer or the Finance Officer if Programme Officer is not available. After this has been processed and sent to the central Finance Office for payment, they will automatically set up with an account on Concur for you for future expenditure claims.
2. **Second expense claim and beyond**, all claims should be submitted via [Concur](#). If you have a Concur account but submit the form (above) it will be rejected by the finance team! For guidance on using Concur please see these [Concur FAQs](#) and this [Concur quick guide](#) document on how to complete a claim via Concur
3. **It is important to submit your Concur claim in the correct format or it may be returned for amendment and delay your claim.** For Business Purpose, please enter in the following format wherever possible: **Surname/Conference Title abbreviated/Conference date**. If you do not do this your claim may be returned to you to amend.
4. Note we cannot pay expenses for a conference until **after you have attended** it, except for the conference fee that you may claim in advance of the conference if you need to.

Contacts for further information or assistance:

- Enquiries.Econphd@warwick.ac.uk
- Programme Officer (PGR), Natalie Deven (N.S.Deven@warwick.ac.uk), S2.138
- Finance Officer, economics.finance@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 – Travel Expenses and limits

Appendix B below gives an ‘at a glance’ view of the process for booking travel

Appendix A – Travel Expenses

Accommodation – UK	
£200 a night if staying in a London postcode £150 a night everywhere else in the UK	<p>Should be booked through the approved supplier (Key Travel) unless the total cost of stay would be under £1000 then personal funds can be used and reclaimed through Concur. Bookings must not be split to fall under the £1000 threshold to avoid using Key Travel.</p> <p><i>The University does NOT recommend 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	
Accommodation should be comfortable and safe without being opulent	<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>With effect from 1st April 2024, travel and accommodation for bookings to European countries which are under £1000 in combined total value do not have to be arranged through Key Travel. You can therefore book such travel yourself, or you may still use Key Travel.</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 £1000 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 recommend 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 £1000 and/or travel to non European 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>£15 – 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 – drinks only (non-alcoholic) 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>Key Travel may be used to book train travel or you may use personal payment and reclaim through Concur. Standard Class must be used.</p> <p>Air Travel within the UK requires approval from the HoD and the FinRegs department notified, along with justification for the reason for choosing air travel. If permission granted, Economy Class must be used.</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.</p> <p>All journeys should be on a standard ticket.</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>
<p>Travel - Overseas</p>	
<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>All overseas travel (outside Europe) 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 in Europe where travel and accommodation costs combined will be more than £1000, 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 will 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

