

GUIDELINES FOR APPLICANTS 2024-25
Updated January 2024

Summary

The Queen Mary Postgraduate Research Fund (QMPGRF) provides small-scale funding for PGR research students. The fund is designed to support excellent student experience over and above the basic research needs of their PhD project. The fund seeks to promote opportunities for students to: (i) undertake overseas research; (ii) access training, facilities or equipment not available in the UK; and (iii) present their research at a conference/research meeting of international standing (which can include those held within the UK).

Information and application forms are available on:

<https://www.qmul.ac.uk/doctorscollege/doctors-students/current-students/postgraduate-research-fund/>

The following guidelines have been developed in relation to applications to the Fund. The PGRF Panel can alter these guidelines without prior notice, with the agreement of the Dean for Postgraduate Research.

There should be no expectation from applicants that their request will be approved automatically. An increased competitiveness in recent times for the financial resource available means that the Panel is increasingly more rigorous in its assessment of applications and careful in its allocation of the fund. The total funding applied for each year exceeds the annual budget. Therefore it is not possible to fund all applications.

Incomplete applications or those without sufficient evidence will be rejected.

Guidelines

What you can apply for

1. The Fund is available for overseas research and to support opportunities for students to present their research at an external conference/research meeting of international standing, the costs of which cannot be supported by School/Institute funds.
2. The Fund cannot be used to fund equipment, consumables, the production of conference posters, conference dinners, or contingency funds.
3. This funding is designed to support supplementary research (field based). This funding is designed to support supplementary research/research dissemination. The fund should not be used to fund core research including core fieldwork that is intrinsic to the original research proposal.
4. Application values
 - A maximum of £2,500 can be requested for fieldwork and for accessing training, facilities or equipment not available at Queen Mary, and for which no other sources of funding are available. Applications from students who are holders of funded projects/scholarships for their research studies which include research support, consumables and training funds will not generally be considered and in such cases a compelling argument must be

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made, with your supervisor's support, to justify why the costs were not included in the original funding application for the research studies project.

- A maximum of £1,500 can be requested for presenting at a conference/research meeting of international standing.
 - There is no minimum application threshold.
5. Where available, applicants will be expected to first draw upon any funds available from their School/Institute, or in the form of a personal research training support grant (RTSG) or equivalent, to fund or part-fund any activities for which they are making an application to PGRF. **If no such funding is available, the applicant must obtain a statement to this effect from their supervisor.**
6. Applications will only be considered where the applicant **ALSO** provides details of attempts to secure funding from alternative sources **EXTERNAL** to Queen Mary (for example, from Learned Societies or explore the Alternative Guide to PG Funding at: <https://www.qmul.ac.uk/doctoralcollege/doctoral-students/current-students/pgr-funding-opportunities/>). **If no such funding opportunities are available, the applicant must obtain a statement to this effect from their supervisor.**
7. Applicants are expected to keep any accommodation and subsistence costs as low as possible. Accommodation is expected to be of UK 3 star standard and subsistence costs are limited to £48 per 24 hour period. Please see the QMUL expenses policy for overseas rates: <https://arcs.qmul.ac.uk/media/arcs/policyzone/Expenses-Policy.pdf> . Currently, Queen Mary **does not** approve the use of AirB&B or similar. Travel and accommodation costs must be derived from information provided by Queen Mary's travel partner: Key Travel. Please see <http://qm-web.finance.qmul.ac.uk/purchasing/suppliers/travel-management-services/>
8. Applicants are expected to keep any travel costs as low as possible, and to take advantage of early booking discounts. When flying, applicants must use economy tickets. When travelling by rail in the UK, applicants must travel standard class. **Applications for air and rail fares will only be considered when accompanied by proof of anticipated costs from Queen Mary approved travel suppliers i.e. Key Travel.** Applicants may claim reasonable costs for other necessary transport (for example, coach transfers to and from an airport).
9. Queen Mary uses approved travel agents (Key Travel) for all travel bookings. Queen Mary and School/Institute policies must be followed for booking and claiming travel and accommodation costs. For further information please refer to the **Travel and Expenses Policy & Procedures** at <https://arcs.qmul.ac.uk/media/arcs/policyzone/Expenses-Policy.pdf>

Also please read this information about Research Student Travel insurance whilst travelling on Queen Mary related business:

<http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/travel/index.html>

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10. Awards will not be made to support the dissemination of research (for example, conference presentations) during a student's first year of study, i.e. in the first 12 months of full-time study and first 24 months of part-time study or pro-rata equivalent period of study for students who change mode of study in their first year.
11. Students who are in writing-up status are eligible to apply for a PGRF award. Applicants in writing-up status must provide a statement explaining how the activity applied for will enhance their research and career progression. **Students in writing-up status may not apply for funding for fieldwork.**
12. Students are **not** eligible to apply for an award if they have submitted their thesis for examination or submit their thesis before the date of the committee meeting at which the application will be considered.
13. A student will **not** receive more than one PGRF award during the course of their studies. Students may therefore wish to take a strategic view of when they might best apply.
14. Priority will be given to applications where there is evidence that the activity has the potential to increase the quality and quantity of the applicant's research, or wider research dissemination.
15. Retroactive applications will only be considered in exceptional circumstances. Students should make every effort to apply for PGRF in good time.
16. Applications pending acceptance to a conference will be considered, and funding granted on the condition of acceptance to the conference

How to apply

17. Please complete the application form at <https://www.qmul.ac.uk/doctorscollege/phd-students/funding/pgrf/#d.en.701936>
18. Include evidence of accommodation and travel costs.
19. Include evidence of attempts to secure funding from alternative sources **EXTERNAL** to Queen Mary. If no such funding opportunities are available, include a statement to this effect from your supervisor.
20. Applications must include a statement of support from the primary supervisor. **The primary supervisor will be prompted to complete an online form in support of their student.**
21. Applications made through the online forms will be collated and sent to the schools for Director of Graduate Studies sign off and statements of support.

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22. Applications to present at a conference/research meeting of international standing should include the acceptance letter/email from the official body concerned or evidence of your application if participation has not been confirmed.

The PGRF Panel and timing of meetings

23. The Panel will consist of two senior academic staff from each Faculty (or designated nominees). The Panel members usually are the Dean for Postgraduate Research (who chairs the panel), the Faculty Deputy Dean for Postgraduate Research of each Faculty, and one Director of Graduate Studies from a School/Institute in each Faculty.
24. Applications are normally considered three times per year usually in November, February and June. Application deadlines are shown on the PGRF webpage. The date of the Panel meeting is normally around two weeks after the advertised application deadline.
25. Awards cannot be made retrospectively for trips/costs that have taken place before the date of the Panel meeting at which the application will be considered. Meeting dates are publicised on the PGRF webpage.

Decision and claims

26. Applicants can expect to receive a decision within five working days after the Panel meeting.
27. Schools/Institutes should submit a claim for the monies spent under the terms of a student's award to the Research Degrees Office for re-imburement. Students must submit expenses claims within one month of return from the event or end of activity, and no later than three months.
28. Monies not spent by the awardee cannot be used for another activity. The Award is for the event/visit applied for and is not transferrable.

January 2024
Doctoral College/Research Degrees Office

For enquiries please contact gmpgrf@qmul.ac.uk