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**Application for ADDITIONAL Personal Research Allowance Funds – Guidance Notes 2023/24 ACADEMIC YEAR**

NOTE – To claim your pre-allocated research allowance (£1000 over the course of your period of study up to submission of thesis for MPhil/PhD/EdD/DEd students; £500 over the course of your normal period of study up to submission of thesis for MA by Research and PhD by Publication students) please follow the procedure detailed in the PGR Student Handbook. The form below should ONLY be used if you have already used your pre-allocated annual research allowance and wish to request **additional** funding support.

The Faculty has made available additional research allowance funds for PGR students to apply to for additional support with research associated costs where they have already exhausted their Personal Research Allowance. You can apply for additional research allowance to cover the costs of conference attendance, research training, or research dissemination and travel/fieldwork. You will need to secure approval from your supervisor (normally lead supervisor) and department Director of Postgraduate Research before applying. Please note:-

* **It is important to make a clear business case for the importance of your expenditure to your research.** Claims will be assessed against specific criteria (see below).
* **Funding cannot be guaranteed**.
* **You may only make one application for this additional funding**, to ensure that we can provide financial support for as many students as possible.
* **A strong academic case**, detailed in the form below, will be required to obtain these funds and it is upon this basis that the request will be considered by the Faculty.
* **You are responsible for monitoring your normal research allowance expenditure**, evidencing how it has been allocated/spent over the course of your programme, and ensuring that an application for additional support is needed.
* **You must have already used your pre-allocated personal allowance before applying for this additional funding.**
* ***Funding must be applied for in advance of the event*.**

**To apply for and receive this additional funding, please follow these steps:-**

1. *In advance of the event*, complete the form below and email it to the Doctoral College PGR Support team [hass-exeter-pgrsupport@exeter.ac.uk](mailto:hass-exeter-pgrsupport@exeter.ac.uk) (for students on Exeter-based programmes) or [Cornwall-pgr@exeter.ac.uk](mailto:Cornwall-pgr@exeter.ac.uk) (for students on HaSS Cornwall-based programmes). Please also attach a supporting statement from your supervisor and department Director of Postgraduate Research confirming the importance of this expenditure.
2. The Faculty will make a decision on your application within 5 working days of receipt. Please wait for confirmation of the outcome before incurring the additional expense.
3. If your application is approved, attend the conference, research training, etc as appropriate.
4. Claim your expenses via T1 in the usual way. Your payment will then be processed. Please note that it can take up to 6 weeks for expense claims to be paid into your nominated bank account.

If you have any interesting ‘write-ups’ from your event we would appreciate your sharing these with us at: [hass-exeter-pgrsupport@exeter.ac.uk](mailto:hass-exeter-pgrsupport@exeter.ac.uk) for possible future inclusion in our Faculty PGR weekly round-up, Faculty bulletin, and/or Doctoral College updates.

This can be quite short (e.g. a paragraph) or a longer blog-style piece.

For example:-

* Why did you choose this event/activity, what did you hope to get out of it?
* Did your event meet your expectations/aims?
* Would you recommend this event to other PGRs?
* Were there any unexpected benefits?
* Do you feel your event made/will make an impact on your PhD research or future career? If so, how?

**Application for ADDITIONAL Personal Research Allowance Funds**

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| --- | --- |
| Student Surname |  |
| Student First Name |  |
| University ID Number |  |
| Programme of Study |  |
| E-mail Address |  |
| Full/Part Time |  |
| Start Date |  |
| Amount of additional funds requested |  |

|  |
| --- |
| Please attach a ‘business case’ clearly stating details of the activity **and provide a supporting statement from your supervisor clarifying the importance of this activity for your research.** This is a competitive process and funds are limited so please provide as much detail as possible. You should include a breakdown of anticipated costs/budget and detail what your original research allowance was spent on (maximum 1 side of A4). Each case will be considered by a Panel within the Faculty and there is no guarantee that all requests will be granted; or that the full amount requested may be granted. |

**Eligibility Criteria**

* Students who have fees outstanding on their accounts are not eligible for this additional allowance.
* Students who have submitted their thesis for examination are not eligible for this additional allowance.
* This additional allowance is not available for those students who are in receipt of external scholarships where the sponsors provide research allowance support.

Since the additional research allowance is a finite resource, the following criteria will be used to assess applications:

* The added value to your doctoral research
* Contribution to your professional/personal development
* Potential reach and impact
* Supervisor support

**This funding is available to students in any year of study, however the full research allowance must have been used before claims for the additional funding can be considered.**

**FOR OFFICE USE ONLY**

Eligibility checked □

Research allowance used for the academic year □

Request approved □

Expenses claimed □