

RO07 PGR Research Support Fund Guidance 2021-22

Scope	University guidance for PGRs applying for additional financial support for research.
Effective Date	1 st August 2021
Version	4
Department	Research Office
Author(s)	Lindsey Cowen, Research Officer PGR Experience Manager
Review Date	1 st May 2022
Associated Links	Prolific (research participation site) Staff Travel Restrictions (Appendix 1 and 2) Visa and Immigration YSJ A-Z Software Resources YSJ Financial Payment Dates YSJ Library and Learning Services
Associated Documents	PGR GTA Expense Claim Form PGR International Travel Authorisation Form PGR Research Support Fund Application Form RO08 Payments to Participants Form Tier 4 Absence Request Form

Contents

1	Overview.....	2
2	Eligibility.....	2
2.1	Ineligibility	2
3	PGR Research Support Fund Application Process	3
3.1	Application Deadlines	3
3.2	Payment Process.....	4
3.3	Cash Advance Payment Process.....	4
3.4	Audit Process.....	4
4	PGR Research Support Fund Criteria and Process	4
4.1	Research Conference	5
4.2	Fieldwork, Specialist Equipment and Technical Training.....	5
4.3	Research Participation	6
4.4	Exceptional Requests	7
4.5	What the PGR Research Support Fund Does Not Cover	7
5	Travel and Accommodation	8
5.1	UK Travel and Accommodation.....	8
5.1.1	UK accommodation rates.....	8
5.1.2	Mileage	8
5.2	Overseas Travel and Accommodation	8
5.3	Student Visa (Tier 4).....	9
5.4	Amended or Cancelled Bookings	9
6	Contact Us.....	9

1 Overview

This guidance sets out the criteria and application process for the PGR Research Support Fund for academic year 2021/2022.

The Research Degrees Committee approved the PGR Research Support Fund to begin on the 1st August 2021. As a doctoral PGR you can apply for funding of up to £500 (full-time) or £250 (part-time) per financial year. The financial year runs from 1st August to 31st July.

All applications will be assessed on a case-by-case basis and you will be notified of the outcome via your university email by the Research Office within five working days of the [application deadline](#).

All applications need to be submitted by Tuesday 31st May 2022 and if approved the evidence for reimbursement must be with the Research Office on Thursday 30th June 2022. Anything received after this date cannot be processed.

Once you have written confirmation of an approved application for funding, you will be expected to pay up front for any costs except for travel and accommodation which must be booked by the Research Office.

Any purchase(s) made without approval cannot be reimbursed.

The Research Office kindly request that you consider your reasons for applying to ensure that your request meets one or more of the criteria set out in this guidance. If you would like clarification, please contact the ResearchOffice@yorks.ac.uk and we will be happy to advise.

Funding cannot be applied for prospectively or retrospectively to the current financial year.

2 Eligibility

To apply for funding, you must be registered as a current doctoral student¹ and on one of following the programmes:

- PhD (standard, distance and practice-led)
- Clinical Research Fellows
- Graduate Teaching Assistants
- Graduate Research Fellows
- Professional Doctorate
- Doctorate of Counselling Psychology

2.1 Ineligibility

You cannot apply for the PGR research support funding if you are:

- on suspended studies, extended studies or if you have entered the examination stage;
- undertaking a PhD by Published Works as the research has already been completed;
- in the first stage of a Professional Doctorate, funding can only be applied for following a successful transfer;
- in the first year of a Doctorate of Counselling Psychology, funding can only be applied for from your second year.

¹ Unless you are registered as a masters by research student before the 1st August 2021

3 PGR Research Support Fund Application Process

Before submitting your application please read through this guidance thoroughly.

Any purchases made without approval cannot be reimbursed.

The application form can be completed online here:

[PGR Research Support Fund Application](#)

You can apply to fund to support the following criteria:

- [Research conference](#)
- [Fieldwork, specialist equipment and technical training](#)
- [Research participation](#)
- [Exceptional requests](#)

Please be aware that if you wish to book travel and accommodation you must submit the application at least six weeks prior to the date of your travel. **All travel and accommodation must be booked via the Research Office.**

For overseas travel you will also need to complete a [PGR International Travel Authorisation Form](#) which will need to be uploaded before you can submit your application. If you hold a student visa, you will also need to complete and upload a [Tier 4 Absence Request Form](#) before you can submit your application.

Applications can be submitted by each of the [application deadlines](#) until Tuesday 31st May 2022. Applications submitted after this date cannot be considered.

If your application is approved, **you will be expected to pay upfront for any cost except travel and accommodation** which must be booked by the Research Office. Please see [Section 5](#) for more information on travel and accommodation.

Any travel and accommodation booked prior to approval cannot be reimbursed.

3.1 Application Deadlines

Applications will be assessed by the Research Office and you will be notified of the outcome of your applications within 5 working days of the deadline.

Applications Deadlines:

Thursday 30th September 2021

Tuesday 30th November 2021

Monday 31st January 2022

Thursday 31st March 2022

Tuesday 31st May 2022

All applications need to be submitted by Tuesday 31st May 2022 and if approved the evidence for reimbursement must be with the Research Office on Thursday 30th June 2022. Anything received after this date cannot be processed.

3.2 Payment Process

Following a successful application, you will need to send the following documentation electronically to the ResearchOffice@yorks.ac.uk:

- [PGR GTA Expense Claim Form](#)
- Receipt(s)/Invoice(s)
- Email acknowledgment from supervisor which includes their email signature
- Additional evidence may be required and will be specified in [Section 4](#) which outlines the criteria for the PGR Research Support Fund.

The Research Office will send the information to Finance for reimbursement within 5 working days of receipt. If you are an employee of the University, the payment will be made into your monthly salary. If you only have a student account reimbursement will be made in line with the [YSJ Financial Payment Dates](#).

Where the amount is over the limit of £500 or £250 respectively, then reimbursement will only be made up to the yearly limit for full-time and part-time PGRs. If your cost exceeds the limit it is your responsibility to pay for any excess.

3.3 Cash Advance Payment Process

In some instances, **where you have made all reasonable effort to pay up front for costs** to research participants, an advance payment can be requested. Advance online payments will be capped at £350 and must be spent within the current financial year.

To request an advance payment, you will need to complete the application form using the exceptional request for a cash advance for research participation. The Research Office will consider each request for advances on a case-by-case basis.

If the request is approved, you must ensure that your payment details are up-to-date in your [e:Vision](#) account.

Any unspent balance for cash advances must be repaid to the University.

3.4 Audit Process

It is your responsibility to retain all receipts and supporting documentation relating to your approved application for the duration of your programme plus one year.

Documentary evidence must be made available for review or audit purposes upon request. If you are unable to produce evidence of your purchase(s) when requested, you may be required to repay the University for the full cost.

Your supervisor may be asked to confirm that satisfactory progress has been made or that data has been collected as part of your programme. If satisfactory progress has not been made, you may be asked to repay the full cost of your purchase(s) to the University.

4 PGR Research Support Fund Criteria and Process

The following sections provide further details on the criteria for the PGR Research Support Fund. Please read these carefully before submitting your application.

In some instances, the Research Office may need to request your ethical approval for your research project.

4.1 Research Conference

You can apply to the PGR Research Support Fund to contribute to the fees of a UK, overseas or online conference if you have been accepted to present. Attendance as a delegate to a conference may be accepted if you have not yet undertaken your transfer assessment. However, presenting at a conference will be prioritised.

If you have successfully passed your transfer assessment and wish to attend as a delegate, you will need to complete the exceptional request section on the application form and provide a detailed narrative demonstrating how your attendance will contribute to your research. For more information on exceptional requests please see [Section 4.4](#).

Any travel and accommodation requests must be booked a minimum of six weeks prior to the conference date by the Research Office. For further details on travel and accommodation, please see [Section 5](#) of this guidance.

Any overseas travel will require prior approval which is authorised by the Pro Vice Chancellor for Research and Knowledge Transfer. Overseas travel must be accompanied by a [PGR International Travel Authorisation Form](#) and any PGRs holding a student visa must also submit a [Tier 4 Absence Request Form](#). For further details on overseas travel please see [Section 5.2](#).

If your [PGR Research Support Fund Application](#) is successful, you will need to submit the following evidence electronically to the ResearchOffice@yorks.ac.uk:

- [PGR GTA Expense Claim Form](#)
- Receipt(s)/Invoice(s)
- Email acknowledgment from supervisor which includes their email signature

Any purchases made without an approved [PGR Research Support Fund Application](#) cannot be reimbursed.

4.2 Fieldwork, Specialist Equipment and Technical Training

You can submit an application to apply for funding for fieldwork, specialist equipment and technical training. This can range from but is not limited to: purchasing specialist equipment for data collection that cannot be loaned from the University; external excursions for archival research, data collection, fieldwork; access to information necessary for your research; specialist technical training and equipment that is not already provided by the University and has been identified as being essential for your research.

For any software requests, please check the University's software list in the first instance. Any requests for additional software (not currently provided) will need to be approved by IT:

<https://www.yorks.ac.uk/students/digital-resources/university-provided-software/>

You can also contact the following teams for IT support:

Digital Training:

<https://www.yorks.ac.uk/students/digital-resources/>

Academic Liaison Librarians:

<https://www.yorks.ac.uk/students/library/academic-liaison-librarians/>

Specialist Technical Services:

<https://www.yorks.ac.uk/schools/specialist-technical-services/>

Any travel and accommodation requests must be booked a minimum of six weeks prior to the conference date by the Research Office. For further details on travel and accommodation, please see [Section 5](#) of this guidance.

Any overseas travel will require prior approval which is authorised by the Pro Vice Chancellor for Research and Knowledge Transfer. Overseas travel must be accompanied by a [PGR International Travel Authorisation Form](#) and any PGRs holding a student visa must also submit a [Tier 4 Absence Request Form](#). For further details on overseas travel please see [Section 5.2](#).

If your [PGR Research Support Fund Application](#) is successful, you will need to submit the following evidence electronically to the ResearchOffice@yorks.ac.uk:

- [PGR GTA Expense Claim Form](#)
- Receipt(s)/Invoice(s)
- Email acknowledgment from supervisor which includes their email signature

Any purchases made without an approved [PGR Research Support Fund Application](#) cannot be reimbursed.

4.3 Research Participation

You can apply for funding to supplement the cost of your data collection if providing a reward to research participants.

You can request to pay participants via vouchers or use Prolific or another verified site for data collection. These platforms are desirable if you are mainly using surveys or interactive games for your research. You can pay participants directly through the site. Upon completion of your data collection will need to provide the Research Office with a RO08 Payment to Participants Form or full proof of payment which can be downloaded through Prolific or similar platform alongside a completed [PGR GTA Expense Claim Form](#).

Travel and accommodation costs for research participants cannot be reimbursed.

Any outstanding balances where you have payments that have not been receipted for research participant costs must be repaid to the University.

If your [PGR Research Support Fund Application](#) is successful, you will need to submit the following evidence electronically to the ResearchOffice@yorks.ac.uk:

- [PGR GTA Expense Claim Form](#)
- Receipt(s)/Invoice(s)
- Email acknowledgment from supervisor which includes their email signature
- If using vouchers, you will need to submit an RO08 Payment to Participants form
- If using Prolific or a similar site, you will need to download:
 - the participant receipts for payments
 - the invoice for the account top-up

Any purchases made without an approved [PGR Research Support Fund Application](#) cannot be reimbursed.

4.4 Exceptional Requests

Exceptional requests can be made via the [PGR Research Support Fund Application Form](#). An example of an exceptional request might be, for example, an academic text which is not available at YSJU library, inter-library loans or the SCONUL Access scheme.

For an exceptional request you will need to upload written evidence to the application form that no other provision is available, for example, an email from the Library and Learning Services which states that the text is not available via the library, inter-library loans or the SCONUL Access scheme. You will also need to provide a detailed narrative that demonstrates how the request is vital to your programme.

Prior to making any purchase, the exceptional request must be approved by the Research Office and will be considered on a case-by-case basis.

Any travel and accommodation requests must be booked a minimum of six weeks prior to the conference date by the Research Office. For further details on travel and accommodation, please see [Section 5](#) of this guidance.

Any overseas travel will require prior approval which is authorised by the Pro Vice Chancellor for Research and Knowledge Transfer. Overseas travel must be accompanied by a [PGR International Travel Authorisation Form](#) and any PGRs holding a student visa must also submit a [Tier 4 Absence Request Form](#). For further details on overseas travel please see [Section 5.2](#).

If your [PGR Research Support Fund Application](#) is successful, you will need to submit the following evidence electronically to the ResearchOffice@yorks.ac.uk:

- [PGR GTA Expense Claim Form](#)
 - Please include a detailed narrative of your research demonstrating how this relates to your research in the form.
- Receipt(s)/Invoice(s)
- Email acknowledgment from supervisor which includes their email signature
- Additional evidence, such as emails or documentation which supports your exceptional request.

Any purchases made without an approved [PGR Research Support Fund Application](#) cannot be reimbursed.

4.5 What the PGR Research Support Fund Does Not Cover

The PGR Research Support Fund does not cover the cost of the following:

- Hardware, including laptops and equipment;
- Website design, hosting and maintenance costs;
- Subsistence costs;
- Transcription services;
- Membership/subscription fees;
- Proofreading services.

5 Travel and Accommodation

Travel and accommodation costs must be approved and booked a minimum of six weeks prior to travel by the Research Office. You can apply for travel and accommodation costs via the [PGR Research Support Fund Application Form](#).

You will not be able to apply for funding to support subsistence costs i.e. food and drink.

5.1 UK Travel and Accommodation

UK travel and accommodation must be booked by the Research Office.

The Research Office will make all reasonable efforts to book travel and accommodation preferences as stated in your [PGR Research Support Fund Application Form](#). Please be aware that preferred journey and accommodation requests cannot always be fulfilled, but the Research Office will consult with you on any changes to your preferences.

All travel and accommodation costs must be in line with the University's allowance rate for UK accommodation.

Any travel and accommodation booked directly without prior approval by the Research Office cannot be reimbursed.

5.1.1 UK accommodation rates

The University's maximum allowance rates for UK accommodation/hotel rates are as follows:

- UK - London £160.00 per night
- UK - Other £90.00 per night

These rates should include breakfast and VAT.

Accommodation allowances are found in the [University's Travel and Expenses Policy 2021](#) under Appendix 2.

5.1.2 Mileage

Mileage allowances for the use of private cars are as follows:

- For the first 50 miles of each journey - 45p per mile
- Thereafter - 25p per mile

Mileages allowances are found in the [University's Travel and Expenses Policy 2021](#) under Appendix 1.

5.2 Overseas Travel and Accommodation

Any overseas travel will need to be authorised by the Pro Vice Chancellor for Research and Knowledge Transfer prior to any booking being made by the Research Office.

In the first instance you should complete a [PGR Research Support Fund Application Form](#). Once the form is approved, you must then submit a [PGR International Travel Authorisation Form](#). **Requests should be made a minimum of six weeks prior to travel.** It is your responsibility to include your itinerary, travel and accommodation details on this form. The

Research Office will then be able to book your travel and accommodation. If your preferred options are not available, the Research Office will contact you to discuss alternative arrangements.

For any overseas travel it is your responsibility to check current [foreign travel advice](#) via the UK Government's website. If the [foreign travel advice](#) is against travel to a specific location, the Research Office cannot reimburse or book any travel and your International Travel Authorisation Form will be denied.

5.3 Student Visa (Tier 4)

If you are an international PGR, you will need to complete a [Tier 4 Postgraduate Researcher Absence Request Form](#) and upload this to the [PGR Research Support Fund Application Form](#) and submit this to Registry (research@yorks.ac.uk). Registry will record the absence in the student record system and send you an email confirmation of the outcome and include your supervisory team and Visa into the response.

5.4 Amended or Cancelled Bookings

If your travel and/or accommodation needs to be amended or cancelled please email the Research Office with the full details of your request. This should include any new times/date/locations and attach your initial booking confirmation to the email.

The Research Office will contact you with the approved amendment details.

6 Contact Us

For more information or if you have any questions, please contact:

ResearchOffice@yorks.ac.uk