

# RO07 PGR Project Fund Guidance 2023-24

Scope	University guidance for PGRs applying for additional financial support for research.
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Associated Links	<a href="#">Prolific (research participation site)</a> <a href="#">Staff Travel Restrictions (Appendix 1 and 2)</a> <a href="#">Visa and Immigration</a> <a href="#">YSJ A-Z Software Resources</a> <a href="#">YSJ Financial Payment Dates</a> <a href="#">YSJ Library and Learning Services</a>
Associated Documents	<a href="#">PGR/GTA Expense Claim Form</a> <a href="#">PGR International Travel Authorisation Form</a> <a href="#">PGR Project Fund Application Form</a> <a href="#">RO08 Payments to Participants Form</a> <a href="#">PGR Absence Request Form (Student Visa holders)</a>

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## 1 Overview

This guidance sets out the criteria and application process for the PGR Project Fund for academic year 2023/2024.

As a PGR you can apply for funding of up to £500 (full-time) or £250 (part-time) per financial year. While the guidance sits separately to the PGR Project Fund guidance, this total amount will include any applications for conferences, exhibitions and performances see guidance here: [LINK](#)

This is not a personal allocation of funding. It is a general fund to ensure PGRs can purchase essential items to support the completion of their research

Applications should be the result of prior and regular planning on the part of the PGR and supervisory team in regards to necessary resources.

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](#).

**The financial year runs from 1<sup>st</sup> August to 31<sup>st</sup> July. All applications need to be submitted by Friday 31<sup>st</sup> May 2024 and if approved the evidence for reimbursement must be with the Research Office on Friday 28<sup>th</sup> June 2024. 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@yorksj.ac.uk](mailto:ResearchOffice@yorksj.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 postgraduate researcher (PGR) on one of following the programmes:

- PhD (standard, distance and practice-led)
- Clinical Research Fellows
- Graduate Teaching Assistants
- Graduate Research Fellows
- Academic Associates
- Professional Doctorate
- Doctorate of Counselling Psychology
- MSc or MA by Research

### 2.1 Ineligibility

You cannot apply for the PGR Project 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.

## 3 PGR Project 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 Project Fund Application](#)

You can apply to fund to support the following activities:

- Fieldwork
- Materials for Practice-led Research
- Specialist equipment
- Technical training
- Participant incentives
- 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 an [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 [PGR Absence Request Form \(Student Visa holders\)](#) before you can submit your application.

Applications can be submitted by each of the [application deadlines](#) until Wednesday 31<sup>st</sup> May 2023. 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:

Monday 31<sup>st</sup> July 2023

Friday 29<sup>th</sup> September 2023

Thursday 30<sup>th</sup> November 2023

Wednesday 31<sup>st</sup> January 2024

Friday 29<sup>th</sup> March 2024

Friday 31<sup>st</sup> May 2024

**All applications need to be submitted by Friday 31<sup>st</sup> May 2024 and if approved the evidence for reimbursement must be with the Research Office on Friday 28<sup>th</sup> June 2024. 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@yorksj.ac.uk](mailto:ResearchOffice@yorksj.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 Project 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.

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

### **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 Project Fund Criteria and Process**

The following sections provide further details on the categories covered for the PGR Project Fund. Please read these carefully before submitting your application.

#### 4.1 Fieldwork, Specialist Equipment and Technical Training, and Materials for Practice-led Research.

You can submit an application to apply for funding for fieldwork, specialist equipment and technical training that is essential to your research as well as materials for practice-led research.

This can range from but is not limited to: external excursions for archival research, data collection, and access to information necessary for your research; purchasing specialist materials required to produce artists books, drawing, film, painting, photography, performance, printmaking, and sculpture; purchasing specialist equipment for data collection that cannot be loaned from the University; purchasing specialist software not available at the University; specialist technical training that is not already provided by the University.

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.yorksj.ac.uk/students/digital-resources/university-provided-software/>

You can also contact the following teams for IT support:

Digital Training:

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

Academic Liaison Librarians:

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

Specialist Technical Services:

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

**Any travel and accommodation requests must be booked a minimum of six weeks prior to the event 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 [PGR Absence Request Form \(Student Visa holder\)](#). For further details on overseas travel please see [Section 5.2](#).

If your [PGR Project Fund Application](#) is successful, you will need to submit the following evidence electronically to the [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.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 Project Fund Application](#) cannot be reimbursed.**

## 4.2 Participant Incentives

You can apply for funding to provide participant incentives for your research. Such requests will need to be accompanied by confirmation that offering participant incentives has been approved as part of ethical review of the project.

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 Project Fund Application](#) is successful, you will need to submit the following evidence electronically to the [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk):

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

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

## 4.3 Exceptional Requests

Exceptional requests can be made via the [PGR Project Fund Application Form](#). An example of an exceptional request might be, for example, an essential 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 event 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 [PGR Absence Request Form \(Student Visa holder\)](#). For further details on overseas travel please see [Section 5.2](#).

If your [PGR Project Fund Application](#) is successful, you will need to submit the following evidence electronically to the [ResearchOffice@yorks.ac.uk](mailto: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 Project Fund Application](#) cannot be reimbursed.**

#### 4.4 Research Conferences, Exhibitions and Performances

We recognise the importance of presenting at research conferences, contributing to exhibitions and performances in regard to dissemination of research findings, developing external networks, and career and personal development. We have therefore created a separate fund for conference, exhibition and performance presentation/exhibition or performance. Details can be found here: <https://www.yorks.ac.uk/research/support-for-researchers/postgraduate-researcher-support/>

#### 4.5 What the PGR Project Fund Does Not Cover

The PGR Project Fund does not cover the cost of the following:

- Standard IT equipment, including laptops;
- Website design, hosting and maintenance costs;
- Subsistence costs;
- Transcription services;
- Membership/subscription fees;
- Conference attendance, participation in exhibitions and performances (see 4.4)

#### 4.6 Purchases in Support of Learning Support Plans (LSPs)

The PGR Project Fund is not intended to be used for purchases to support LSPs. Such purchases sit outside of the remit of this fund. Securing financial support as part of an LSP will not impact a PGRs allocation or access to the PGR Project fund.

### 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 Project 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 Project 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 £165.00 per night (B&B)
- UK - Other £120 per night (B&B)

These rates should include breakfast and VAT.

Accommodation allowances are found in the University's Travel and Expenses Policy 2023 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

What is a journey?

A return journey is classed as one journey e.g. travelling from A to B at 60 miles, then returning from B to A at 60 miles is a total journey of 120 miles. This will be paid as 50 miles at 45p, then 70 miles at 25p per mile.

Mileages allowances are found in the [University's Travel and Expenses Policy 2023](#) 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 Project 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 [Postgraduate Researcher Absence Request Form \(Student Visa holder\)](#), upload this to the [PGR Project Fund Application Form](#) and also submit this to Registry ([research@yorksj.ac.uk](mailto:research@yorksj.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@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk)