



# NORTH WEST DOCTORAL TRAINING CENTRE

## Research Training Support Grant (RTSG) Guidance

For students who commenced programmes prior to September 2013

(Updated September 2013)

### What is RTSG?

RTSG is the Research Training Support Grant which NWDTC students can claim research expenses from. This allowance is intended to be used to pay for expenses which the student, supervisor and department deem to be in direct support of a student's research.

The standard rate for RTSG is £750 per year. Students who are within the Economics pathway or who have been awarded an AQM enhancement will receive £1000 RTSG per year. Unused funds can roll over from year to year, but will expire at the end of the student's course.

**The RTSG process is different for students who commenced their studies after September 2013. Please refer to the 'RTSG Guidance for students who commenced programmes after September 2013' document for guidance.**

### Who is eligible to claim RTSG?

All NWDTC-funded students are eligible. This includes part-time, full time and fees only award holders. As of the June 2012, masters students will also receive a full RTSG of £750 which, if unused, will roll over for use during doctoral study.

### What can grant be used for?

Students can use their allowance for the following reasons:

- UK Fieldwork Expenses
- UK, EU and overseas conferences and summer schools
- DTC events and conferences
- Language training courses usually undertaken in the UK prior to an overseas fieldwork trip
- Reimbursement of interpreters, guides, assistants

- Survey costs, eg printing, stationery, telephone calls
- Purchase of small items of equipment eg cameras, tape recorders, films, cassettes, and
- Gifts for local informants.

Please note that this list is not exhaustive and students are advised to check with their Postgraduate Research Administrator should they be unsure whether an expense is eligible. This allowance is personal to the student who is fully entitled to use this grant for the purposes outlined above. If a student does not spend this allowance in full during the academic year, they can carry over any unspent funds in to the next academic year as long as this is within the period of their ESRC award.

Where a DTC is unable to fully fund a student's overseas fieldwork trip, students may use their RTSG to supplement the costs associated with overseas fieldwork, however this is entirely at the student's discretion.

In exceptional circumstances, the NWDTDC may consider requests from award holders to purchase laptop or other computer equipment from this allowance. Any such request must be clearly and adequately justified based on the nature of the research being undertaken and as being essential for the successful completion of the PhD. In these instances, any equipment purchased in excess of £200 should remain in the custody of the NWDTDC following completion of the award.

It is the student's responsibility to ensure that they are familiar with the procedures for making a claim.

### How is RTSG claimed?

**Lancaster:** RTSG funds are transferred to each department and each student is assigned a RTSG project code into which the funds are transferred. In order to claim your RTSG at Lancaster you should apply directly to your department.

**Liverpool:** A Payment Request Form should be collected from the Support Office within the student's School, then completed and signed off by the appropriate members of staff in the School/Department. The student should make sure that any large expenditures have been approved by their Supervisor before putting in a claim (conferences, equipment etc). The form should be submitted, with receipts, to the School Support Office. It will then be forwarded to the Graduate School Office for checking and processing.

**Manchester:** Claims are made using the University's 'Non University staff and external personnel claims and expenses form PR7' available at:

<http://www.campus.manchester.ac.uk/finance/Pay/documents/PR7%20Expenses%20-%2012-5-08.pdf>

Students should attach their original receipts to the application form and submit it to their School Postgraduate Office. **Only original receipts will be accepted as proof of purchase.** In the case of conferences, students should also attach a copy of the conference details. Where a receipt is the guarantee for an electrical piece of equipment, students should attach a note outlining the need for this receipt to be returned. Students are advised to photocopy the receipt and keep a copy of this in the period the claim is being made. Once applications are approved, the Postgraduate Office will pass the documentation to the School Finance Office who will pay the students directly into their bank accounts.