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| NORTH WEST CONSORTIUM  DOCTORAL TRAINING PARTNERSHIP |
| Cohort Development Fund (CDF)  Guidance Form  (September 2019) |

The North West Consortium Doctoral Training Partnership has an allocated fund available to support the integration of activities across institutions and pathways. The Cohort Development Fund (CDF) will support:

* The development and delivery of **disciplinary and interdisciplinary conferences and seminars** (*these events will develop knowledge with respect to subject matter and methodology within and across disciplines*)
* The development and delivery **of staff/student/partner led impact and engagement events.** *(these events will benefit students by introducing them early to ideas and processes relating to research impact and public engagement*)

Applications are invited from institutional pathway representatives to claim funding to run those events targeted at NWCDTP students. Student-led initiatives are welcome, but applications must be made via a pathway leader or representative.

CDF applications will be processed on a monthly basis, so please ensure your application is received by **4pm on the 1st of each month**. You should receive a response within two-three weeks. If the deadline is missed the application will not be processed until the following month.

All applications should be submitted to:

NWCDTP administrator

Faculty of Humanities

University of Manchester

Oxford Road, Manchester M13 9PL

nwcdtp@manchester.ac.uk

**How much can be claimed?**

A pathway can apply for up to £750 towards a single pathway event. The NWCDTP encourages cross pathway events, so a single event which incorporates two pathways (in the organisation and in attendance at the event) can claim up to £1200 towards the event and one which incorporates more than two pathways (in the organisation and in attendance at the event) can claim up to £1500 towards the event.

**What costs are eligible?**

Eligible Costs:

* Speakers’ costs (travel and accommodation)
* Refreshments
* Stationery costs (flip charts, pens etc)
* Travel costs for (a) any NWCDTP student and (b) any other registered PhD student at any of the seven institutions in the NWCDTP.

Ineligible Costs:

* Room hire (It is expected that institutions will arrange rooms on a reciprocal basis)
* Administrative costs (It is expected that institutions will utilise their administrative staff support on a reciprocal basis, or enlist the help of students for administrative tasks)

**Structure of Events**

***Who can attend these events?***

Events funded through the CDF must be open to all NWCDTP students with relevant interests, and subject to space should normally be open to all doctoral students in relevant disciplines across the NWCDTP institutions that participate in the relevant pathway(s). Organisers may wish to open them more widely, e.g. to PGR students outside the North West. There will be no extra funds available to enable events to be opened up beyond the NWCDTP students.

Events may be open to academic staff as well as students, provided that doctoral training is a central purpose

***How should these events be organised?***

The NWCDTP will not be able to offer administrative support to organise events, beyond advertising the event to NWCDTP students. Students can be involved in the organisation of these events, but should not be solely responsible. At least one institutional pathway rep should be involved in the organisation, and the application for funds should come from an institutional pathway rep.

***What format should these events take?***

This is at the discretion of the organisers. You may opt to arrange a conference, or to run something more informal or interactive. Speakers can be academic staff or students, or a mix of both. The choice of speakers is at the discretion of the organisers. Staff from institutions outside of the North West can be brought in to speak, and their costs may be funded from the NWCDTP CDF.

**Application Form Guidance**

Date and Time: If the exact date and time is not yet known, please give an indication of when the event will take place (e.g. the month or the term).

Key Contact: this will be the lead academic organising the event.

Pathway(s): Please list all the pathways who will be involved in organising this event and who will have students in attendance.

Location: If the exact location is not yet known, please at least indicate the institution at which the event will be based.

Summary of Event: Please detail here the structure the event will take, who the speakers will be (if known), a preliminary schedule (if known), if staff/students outside the NWCDTP will be invited, if this fits into a wider programme of pathway events.

Estimated number of students: Please detail the number of students who are expected to attend. Please indicate the breakdown between NWCDTP students and non-NWCDTP students. We appreciate that in the first year of the NWCDTP’s existence the number of NWCDTP students will be limited, but it is important that funded events should involve one or more of our students.

Amount claimed for: For a single pathway event, please enter a claim of up to £750. For an event incorporating two pathways (in the organisation and in attendance at the event), please enter a claim of up to £1000. For an event which incorporates more than two pathways (in the organisation and in attendance at the event) please enter a claim of up to £1500.

Reporting/Legacy:

Please indicate in your application what kind of lasting resource or record you expect to produce. This may take the form of a video or podcast of all or part of the event, or a report for the NWCDTP blog. Feel free to suggest alternatives appropriate to the nature of the event, but it is a condition of the award that organisers should be willing to create a resource of this kind.

**Publicity materials should carry the words ‘Supported by the AHRC through the NWCDTP Cohort Development Fund’.**