**PGR UKRI COVID-19 Phase 2 Extension Request Form**

**(UKRI funded PGRs with a funding end date on or after 1 April 2021)**

This form is for [UKRI](https://www.ukri.org/news/doctoral-students-advised-to-adjust-projects-for-covid-19/) funded doctoral candidates who started their programme prior to 1 March 2020, who have not yet submitted their thesis and whose funding end date falls on or after 1 April 2021.

Prior to submission of this form, all applicants, with support from their supervisory team, must seek to [adapt and adjust their research projects](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=52169) so that they can complete their research to a [doctoral standard](https://www.qaa.ac.uk/quality-code/supporting-resources) within their funding period.

For those unable to adapt their projects, the limited extensions funding provided by UKRI will be allocated on a needs priority basis and particularly aims to support PGRs who have recently gone into their final year of study (funding end date from 1st April 2021 to 30 September 2021 inclusive) and those with ongoing support needs at any stage of their programme (including disabled PGRs, PGRs with a long-term illness, those who are neurodivergent or those with caring responsibilities). For full priority details please refer to the [Extensions due to COVID-19 Procedure for Postgraduate Researchers (Phase 2 – UKRI funded)](http://documents.manchester.ac.uk/display.aspx?DocID=52167).

In order to meet UKRI deadlines the University requires submission of this form **on or before the 22nd of January 2021**. Decisions will be communicated to PGRs in priority group order up to the **31st March 2021**.

***Please note - you should complete this form in collaboration with your main supervisor / supervisory team. However, if you prefer not to disclose details of your circumstances to your supervisor / supervisory team you can request that your supervisor provides a supporting statement by email for inclusion in section 4 of the form. Section 6 will be completed by admin after submission.***

**Section 1 - Student Details**

Full Name:

University ID Number:

Faculty:

School:

Department:

Programme of Study:

Mode of Attendance (Full-Time or Part-Time):

Funding end date:

Expected submission date:

Supervisor(s):

UKRI funding (Council, Scheme or Grant Reference if known):

Are you registered with the Disability Advisory and Support Service (DASS): Y/N

**Section 2 – Needs Priority Status**

Applications will be assessed according to 5 priority groups. Please indicate below which group(s) are applicable to you:

Priority group 1 - those with a funding end date between 1st April – 30th September 2021 **AND** who are either disabled, have a long term illness, are neurodivergent or have caring responsibilities ☐

Priority group 2 - those with a funding end date between 1st April – 30th September 2021 **OR** who are either disabled, have a long term illness, are neurodivergent or have caring responsibilities at any stage of their programme provided they have a funding start date before 1 March 2020 [ ]

Priority group 3 - those with fieldwork that cannot be adapted irrespective of funding end date [ ]

Priority group 4 - those with an original funding end date between 1st April 2021 – 30th September 2021 but which has subsequently changed because of a non COVID related change of circumstance [ ]

Priority group 5 - those with a funding end date after 1st October 2021 [ ]

**Section 3 – Extension Request Details**

Length of extension requested (normally up to three months, longer requests will be considered only in the most exceptional circumstances):

Main reason(s) for Extension request:\*

|  |
| --- |
| Redeployment to work on COVID-19 related research or other COVID-19 related activity |[ ]
| Critical research activities have had to be postponed or have suffered a major delay, alternative activities have not been available and the impact cannot be mitigated. *(Generally, UKRI do not expect an extension to be granted on the basis of the need to undertake a placement, unless exceptionally the placement is critical to completing the research project or an integral part of the training scheme.)*  |[ ]
| Additional COVID-19 related caring responsibilities. |[ ]
| Illness related to COVID-19 (including mental health issues). |[ ]
| Extended lack of supervision/guidance due to COVID-19 related activity. |[ ]
| Exacerbation of COVID-19 related impact due to a disability including neurodivergence or any other protected characteristics.  |[ ]
| Any other considerations that can be specifically attributed to COVID-19 and evidenced in the case. |[ ]

*\*Supplementary evidence may be required in support of your application. Please refer to section 5 of the Extensions due to COVID-19 Procedure for guidance*.

**Section 4 – PGR Statement:** Please provide a short statement (up to 1 page) detailing the case for your extension, including: how you and your research have been affected by the pandemic; what adaptations to your project you have already taken; why no further adaptation is possible, and an outline of the work to be completed during the proposed extension period to bring your project to the required [doctoral standard](https://www.qaa.ac.uk/docs/qaa/quality-code/doctoral-degree-characteristics-statement-2020.pdf?sfvrsn=a3c5ca81_14):

**Section 5 – Supervisor Statement (if your main supervisor is absent please consult with a member of your supervisory team):** Supervisor should provide a short statement (up to half a page) detailing their support for this extension request and why the extra time is required to bring the project to the required [doctoral standard](https://www.qaa.ac.uk/docs/qaa/quality-code/doctoral-degree-characteristics-statement-2020.pdf?sfvrsn=a3c5ca81_14).

***Please note - if you prefer not to disclose details of your circumstances to your supervisor / supervisory team you can request a supporting statement by email for inclusion in this section.***

By submitting this form you are giving consent for the data provided on this form, and any accompanying documentation, to be processed by the University for the purposes of the request.

Administrators will pass this form to the relevant colleagues in order to process and consider your application.

If you do not consent to the sharing of this application with your PGR Director/training grant holder please indicate by ticking this box [ ]

If you do not consent to the sharing of this application with your supervisors / supervisory team please indicate by ticking this box [ ]

Please confirm that you have provided any required evidence in support of your application [ ]

Once complete please submit this form to your school/faculty PGR office.

Humanities: humanities-pgr@manchester.ac.uk

Biology, Medicine and Health: doctoralacademy@manchester.ac.uk

Science and Engineering: EPSGRADED@manchester.ac.uk

**FOR ADMIN USE ONLY**

 **Section 6 – PGR Director / training grant holder statement**