**PGR ACCESS TO FUNDING APPLICATION**

Guidance Notes

**This PGR Access to Funding Application is required to release University funding from a PhD’s Doctoral Research Support Allowance (DRSA) for academic-related expenditure.**

AMBS recognises it is crucial to support the development of postgraduate research and will release access to PGRs’ DRSAs on a case-by-case basis accordingly to support this aim.

Applications for DRSA release need to be fully costed with explanations for the funds required and require a summarising statement (no more than 50 words) briefly stating why this expense is important to the completion of your PhD, and a supporting statement from your supervisor.

An AMBS Travel Authorisation Form (TAF) must also be submitted for any applications for expenditure including travel.

There are no deadlines to this call.

Applications should be submitted by email to Doctoral Academy Funding Team on: [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk).

Applications will be reviewed by a PGR leadership panel. There are no guaranteed turnaround times to reach a decision.

Under no circumstances should transactions of any nature be pursued with the expectation that personal funds will be compensated, before receiving approval.

If approved, all flight bookings must be made via Key Travel, the University’s travel procurement partner. Hotel bookings should also be made via Key Travel whenever possible. Non-flight/hotel expenses will be reimbursed via the usual PR7 claim process, with forms and itemised receipts submitted to the HUMS Doctoral Academy Funding Team within 3 months of costs being incurred. Subsistence expenses are not supported.

Should you have any queries, please contact Doctoral Academy Funding Team at: [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk).

**PGR ACCESS TO FUNDING APPLICATION**

This form is issued by the AMBS Doctoral Programmes Office. Please read the guidance notes in full prior to completing this form.

This completed form should be returned by email to the Doctoral Academy Funding Team at [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk)

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| **SECTION 1: PGR DETAILS** | | | | | | |
| **Surname** | Click here to enter text. | | **Title** | | Click here to enter text. | |
| **Forename** | Click here to enter text. | | **ID Number** | | Click here to enter text. | |
| **Attendance** | **Full time**  **Part time** | | | | | |
| **Alliance MBS Division** | **A&F** | **IMP** | | **MSM** | | **PMO** |
| **Year of Study** | **1st** | **2nd** | | **3rd** | | **Submission Pending** |
| **Supervisory Team** | Click here to enter text.  Click here to enter text. | | | | | |
| Please state in the box below *(this box will expand on typing):*   1. The amount you currently have remaining in your DRSA. (Contact [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk) if you need to obtain this information.) 2. An itemised total cost of proposed research support you are requesting to fund with your DRSA. | | | | | | |
| Click here to enter text. | | | | | | |

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| **SECTION 2: PGR’S SUMMARISING STATEMENT** *(this box will expand on typing)* |
| Please include a summary (50 words max) a why these funds are important to the completion of your degree.  Click here to enter text. |

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| **SECTION 3: SUPERVISOR’S SUMMARISING STATEMENT** *(this box will expand on typing)* |
| Please provide a supporting statement (50 words max) for this application.  Click here to enter text. |

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| **SECTION 4: TRAVEL-RELATED ADDITIONAL INFORMATION** |
| Please indicate below whether the purpose of this funding application includes travel-related activity.  **No travel  Fieldwork travel  Conference travel  Other travel**  If activity requiring expenditure requires travel, you must:   * Include the appropriate AMBS PGR Travel Authorisation Form (TAF) with this funding release application as an additional attachment. * [AMBS PGR TAF for International Travel](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50404) * [AMBS PGR TAF for Domestic UK Travel](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50405)   Furthermore, if your destination is outside of the UK, you must also:   * Include an [AMBS Risk Assessment for International Travel](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=57555) with this funding release application as an additional attachment.   If the activity requiring expenditure requires fieldwork travel, you must also:   * Include your [Application to Conduct PGR Fieldwork/Study Away from the University](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50455) with this funding release application as an additional attachment. |

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| **SIGNATURE *(electronic signatures are accepted)*  Date** | | |
| **PGR** | Click here to enter text. | Click here to enter text. |
| **Supervisor** | Click here to enter text. | Click here to enter text. |

*Form updated June 2023*