

**Humanities Doctoral Academy**

**PhD Research Travel Support Fund 2023-24**

Postgraduate research students within the School of Arts, Languages and Cultures can apply for funds from the PhD Research Travel Support Fund.

Those students funded by a Research Council award who already receive a travel allocation must draw on that in the first instance.

**Eligibility**

To be eligible to apply to the Research Support Fund, you must:

* be fully registered on a programme leading to the award of PhD; Please note that students currently in their submission pending year are not eligible to apply for this fund.
* have applied to, or be in the process of applying to, all other plausible sources of financial support;
* have completed all overdue eProg milestones. Milestones must be fully authorised.

**Method of application**

Students must complete the application form (found here): [www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/](http://www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/)

All claims must be submitted via email to [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk)

There are four application rounds in each academic year. For 2023-2024 the deadlines are:

**Round 1: Deadline – 27th November 2023**

**Round 2: Deadline – 5th February 2024**

**Round 3: Deadline – 8th April 2024**

**Round 4: Deadline – 8th July 2024**

**Allowable expenses**

Travel from city to city by rail or air ONLY, and local transport within cities at either end; conference fees; reasonably-incurred accommodation costs. The normal expectation is the fund will be used for travel expenses, but other non-travel expenses will be considered on a case-by-case basis. The fund cannot be used for subsistence costs.

The School recognises that many PGR students have caring responsibilities which can affect the ability to conduct fieldwork or similar research-related professional development activities. In light of this, the School can help to fund carer-related costs. These expenses should be stated as part of the Travel Support Fund application.

Possible expenses may include:

1. The additional costs of undertaking research travel i.e. the costs over and above what you would normally incur as part of your usual childcare or other carer responsibility arrangements.
2. Day-care expenses at the site of the conference or research event.
3. Extra day-care expenses at home incurred because of attendance at a conference or research event (for example, extra time at nursery, cost of a babysitter/childcare).

**Funds available and recommended use**

Normally, you will be funded for no more than TWO trips - for conference or research purposes - in one academic year. Funds are available for activities and expenses incurred before 31July 2024. **Please note that the Doctoral Academy cannot guarantee full funding but will at least part fund your trip. This will be at the discretion of the budget holder.**

**Booking via Key Travel**

Key Travel is the University’s travel booking system and should be used to book travel and accommodation where possible within the budget of the funding amount you are allocated. If the cost of the travel exceeds the amount you have been allocated, a PR7 expense claim should be made instead (see below).

To use Key Travel, create a quote using the instructions below and share it with [pgr-operations-salc@manchester.ac.uk](mailto:pgr-operations-salc@manchester.ac.uk) who will make the booking on your behalf. Please note that travel bookings using Key Travel can take up to 10 working days to complete.

To create a quote using Key Travel:

* Go to the [Key Travel Website](https://www.keytravel.com/) & create a login using your university email.
* Create a Traveller Profile
* Search for travel options (flights, hotel, rail)
* Select your preferred travel options and add to basket. Please remember to include the addition of any luggage you need.
* View basket.
* Share quote with your School Office Operations email address.

Further guidance on the Key Travel process can be viewed on [this link](https://documents.manchester.ac.uk/display.aspx?DocID=68611).

**Claiming expenses using PR7 Form**

Once your application has been approved, claims must be submitted (after the event) via email to [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk) on the [Non-University and External Personnel Form – PR7](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8287), and accompanied by receipts covering all the claimed expenditure. Please note that claims which are not supported by original receipts will not be reimbursed.