**PGR Doctoral Research Support Allowance (DRSA):**

**Access to Funding Application: Guidance**

**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 briefly stating why this expense is important to the completion of your PhD. The DRSA is intended for use to support costs related to:

* Travel, accommodation and fees for conferences and symposiums
* Attendance at summer schools or advanced research training courses
* Fieldwork costs for travel, accommodation, materials, and other resources
* Data collection
* Visa costs related to travel for fieldwork or conference attendance
* Equipment and resources relevant to your research

NB: General subsistence is not supported via the DRSA, however may be granted if a compelling reason is provided (for example, medical need, childcare need, or extended periods of fieldwork).

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. PGR students should expect to receive notification of the outcome within 7-10 working days (excluding bank holidays and University closure days). 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 and accommodation bookings must be made via Key Travel, the University’s travel procurement partner. Please note the following:

* All Key Travel bookings will be supported by the AMBS School Office team. Itineraries should be created on Key Travel and sent directly to [pgr-operations-ambs@manchester.ac.uk](mailto:pgr-operations-ambs@manchester.ac.uk) **after approval has been granted**.
* Non-flight/hotel expenses will be reimbursed via the PR7 claim process, with forms and receipts submitted to the Funding Team at the Doctoral Academy on [HUMS.doctoralacademy.funding@manchester.ac.uk](mailto:HUMS.doctoralacademy.funding@manchester.ac.uk).

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

**PGR Doctoral Research Support Allowance (DRSA):**

**Access to Funding Application**

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

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** |  | | **Title** | |  | |
| **Forename** |  | | **ID Number** | |  | |
| **Email Address** |  | | | | | |
| **Attendance** | **Full time**  **Part time** | | | | | |
| **Alliance MBS Division** | **A&F** | **IMP** | | **MSM** | | **PMO** |
| **Year of Study** | **1st** | **2nd** | | **3rd** | | **Submission Pending** |
| **Supervisor & Email Address** |  | | | | | |
| **Amount Remaining in your DRSA:** | | | | | | |

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| **SECTION 2: PGR’S Supporting Statement – 500 words maximum** |
| *Please include:*   1. ***Full details*** *including name, date, venue of event/conference/training or location, nature and dates of proposed fieldwork, intended purchases.* 2. ***An itemised total cost of expenditure*** *i.e., registration fees, travel, accommodation, visa fees, equipment costs, software purchase cost etc. NB: Subsistence is not normally supported unless there are compelling reasons (i.e.; medical needs, childcare, etc).* 3. ***Why attending the training or conference will benefit you*** *and how it will impact on your research and studies, or why the research purchase is necessary for your studies.* |

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| **SECTION 3: Supervisor’s Supporting Statement – 300 words maximum** |
| *Please provide a statement from your supervisor detailing their support for your request to access your DRSA.* |

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| **SECTION 4: Travel-Related Additional Information** |
| **International Travel: Risk Assessment**  If your destination is outside of the UK, you must include an [AMBS Risk Assessment for International Travel](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=57555) with this funding support application as an additional attachment.  **Fieldwork Funding**  If the activity requiring expenditure requires fieldwork travel, you must 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.  **Sustainable Travel Top-Up Fund**  Theuniversity is committed to sustainable travel, where possible. There is a **Sustainable Travel Top-Up Fund** available via a separate application form. If your travel costs are more expensive due to selecting a journey with lower carbon emissions, you can apply for this top-up via the [Sustainable Travel](https://forms.office.com/r/TKVZcpU2Ph) online form.  *NB: If your application for the* ***Sustainable******Travel Top Up Fund*** *is accepted, please inform the DA via* [*hums.doctoralacademy.funding@manchester.ac.uk*](mailto:hums.doctoralacademy.funding@manchester.ac.uk) *as the Top-Up Fund is not currently managed by the DA Funding Team.* |

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| **SIGNATURE *(electronic signatures are accepted)*  Date** | | |
| **PGR** |  |  |

*Form updated September 2023*