**Application for Exceptional Funds**

**PGR Conference/Training/Fieldwork Support 2024/2025**

**GUIDANCE NOTES**

The Alliance Manchester Business School believes it is important to support the development of postgraduate researchers and recognise their ongoing achievements. The Exceptional Fund Application is intended for use by PGR students who have exhausted their Doctoral Research Support Allowance (DRSA) but require further funding support for attending conferences, expanding fieldwork or completing essential training. PGRs should endeavour to remain within the budget of their DRSAs, however ***exceptional*** additional costs can be considered via this funding competition.

1. **Criteria for applications**

Exceptional funding will only be awarded to applicants who can demonstrate a clear and significant need for the funds. This may include:

* Presentation at a conference, symposium or training course of key significance to a PGR’s final stages of research and/or career development
* Contribution to the costs of fieldwork where costs have exceeded the original fieldwork budget due to unforeseen circumstances
* Contribution to the costs of data collection where the acquisition of data is central to the success of the PGRs thesis
* Assistance with costs relating to a PGR’s research endeavours that arose due to unforeseen circumstances

Normally, **a maximum of £1000** will be awarded on the Exceptional Funding scheme in support of the activities noted above. PGRs can apply multiple times to this award until the maximum of £1000 is reached. Approval of the use of the fund is at the discretion of the PGR Director and will only be awarded to those who can clearly indicate the need for the award.

Applications for amounts exceeding £1000 can be made, particularly in relation to costs associated with data collection, however clear and comprehensive justification must be provided and the final decision rests with the budget holder. Due to budget limitations, it may not be possible to support all applications for Exceptional Funding.

1. **General Principles**
2. Applications should be for costs that will be incurred in the 2024/25 financial year – i.e., to the end of July 2025.
3. Applications will require a statement from the PGR and supervisor to support the application for funding, which should be supplied on the application form below.
4. Applications can request funds to cover transport, conferences fees, accommodation, research materials, and data collection. Normally, the fund does not support subsistence costs unless a clear case is made for support of this nature. All requests need to be fully costed with explanations for the funds required.
5. Applications to attend a conference will be only considered for those giving a presentation at the conference. Evidence of accepted presentation proposals will be required.
6. Applications to attend a summer school will be only considered where a place has already been offered.
7. Applications to attend advanced research training will only be considered where the training is judged to be advanced or specialist in nature, is not available at The University of Manchester, and is of direct benefit to the applicant’s research.
8. Applications in support of fieldwork costs will only be considered where fieldwork is for a period of at least three months and less than twelve months (in line with Faculty policy).
9. It is expected that you should have already spent or committed your DRSA and any other funds you have access to. However, you can apply to this competition for partial funding – e.g., to cover costs in excess of those that can be covered by other sources.
10. All travel should be booked through Key Travel in accordance with the University protocol. Out of pocket expenses can be reimbursed via the PR7 claim process. The PR7 form should be completed, signed and submitted, with receipts attached, to the Doctoral Academy Funding Team: ([HUMS.DoctoralAcademy.Funding@manchester.ac.uk](mailto:HUMS.DoctoralAcademy.Funding@manchester.ac.uk)) on return from the conference/training/fieldwork, and no later than 3 months after the event has taken place. Only costs stated in the application can be claimed via PR7 unless additional approval is granted. If no receipts are attached, reimbursement may be rejected or subject to tax.
11. **Application Process**

Applicants should complete the attached application form with a supporting statement (no more than 500 words) and send it to [HUMS.DoctoralAcademy.funding@manchester.ac.uk](mailto:HUMS.DoctoralAcademy.funding@manchester.ac.uk).

Please note that it can take 7-10 working days to acquire approval, and a further 7-10 working days to assist with travel and accommodation bookings. PGRs are advised to apply well in advance of their intended travel.

1. **Deadline**

There are no deadlines to this call. Applications should be submitted when a place at a conference, summer school, or specialist training has been confirmed. PGRs are advised to apply well in advance of the travel period to allow for time for administrative procedures to be carried out.

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This form is issued by the Doctoral Academy. Please read **the guidance notes** in full prior to completing this form.

*This completed form should be returned by email to Doctoral Academy Funding Team with the attachments stated in Section 3:* [*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’s Name & Email Address** |  | | | | | |

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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.* 2. ***An itemised total cost*** *(e.g.; registration fees, transport, accommodation, visa fees, data collection costs. Subsistence is not normally supported unless there are compelling reasons (i.e.; medical needs, childcare, etc)). Please convert all non-UK costs to GBP.* 3. ***Clear and significant reasons why the Exceptional Fund is required*** *and how it will impact on your research and studies. Please refer to the bullet points in ‘Criteria for Applications’ above.* |
| Total Cost: |

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| **SECTION 3: ADDITIONAL ATTACHMENTS** |
| **Supervisor’s Supporting Statement**  You **must** include a comprehensive statement of support from your supervisor addressed to the PGR Director explaining why these Exceptional Support funds are required. Please obtain this statement via email and attach to this application as a PDF or shared email.  **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 application as an additional attachment.  **Fieldwork Application**  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 application as an additional attachment. |

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| **Your signature:** |  |
| **Date:** |  |