

PGR Development Scheme - Policy

October 2012

The University operates a central PGR Development Scheme (officially launched in December 2011) with the aim of supporting and strengthening BU's PGR culture and student experience by providing selective support to enhance individual PGR's research and developmental activities. The Scheme will provide normally **up to £2k per application** (and exceptionally £5,000) and it is envisaged that each year up to 15 awards will be made. However, the Graduate School reserves the right to award more or less than 15 per competition depending on the number, quality and value of applications.

The fund is available for use by any BU Postgraduate Researcher irrespective mode of study (full-time / part-time) or funding status (BU studentships / externally funded / self funded).

The Scheme is sponsored by the PVC (Research, Enterprise and Internationalisation) and managed by the Graduate School (GS). The decision-making body will be a Graduate School Panel with representatives from the Academic Schools. Appeals on decisions should be made to the PVC (Research, Enterprise and Internationalisation).

In response to feedback from PGRs, there will now be **two competitions per annum** for the Scheme. PGRs wishing to apply must submit an application form (available from the BU Research Blog) to the Graduate School) by the scheme deadlines:

- 2 November 2012 – primarily for activity taking place between October 2012 and March 2013
- 28 February 2013 – for activity taking place between March 2013 and July 2013.

Awards made will cover only direct costs (travel; subsistence; training or development costs) and all applications will need to include a precise breakdown of costs. No applications for retrospective funding will be considered. The application must be authorised by the Supervisory Team and the relevant School Deputy Dean (Research and Enterprise) / equivalent prior to submission.

Applicants will be informed of the decision by the Graduate School, normally within four weeks of the deadline.

Payments will be made in accordance with current BU financial regulations. Payments for successful awards will be journalled to the relevant School and the School will be responsible for administering the expenditure. **All expenditure must be committed in the current academic year; it will not be possible to carry funding forward into the next academic year.**

Examples of research activities covered by the RDF include:

- **Research Activities**

- Conference attendance
- Additional fieldwork
- Other activities required to advance research e.g. visiting major libraries, museums, other research institutions (UK, EU or International)
- Preparation of specialist material or data
- Research consumables and equipment (providing it is clear these would not normally be purchased by the School as part of the research degree)
- **Developmental Activities**
 - Research development e.g. attending external training events specific to research activity
 - Personal development e.g. attending external personal development training events
- **Networking**
 - Organisation of an academic conference at BU with external participants;
 - Attendance at external networking events leading to advance of the research
 - Publications or dissemination of research

This list is not exhaustive; applications can be for other expenses providing it is clear how the funding will benefit research or personal development.

Within 8 weeks of the end of the award, successful applicants will be required to submit a report (using the form available from the BU Research Blog) to the Head of the Graduate School. The report must include the final expenditure against the original budget. The end of award report will be made available to the Graduate School to help determine future rounds of the Scheme. **Failure to provide a report will debar award holders from applying for future grants.** The Graduate School will contact award holders one year from the submission of the report for an update on research activity to find out how the RSS small grant has been beneficial.

Appeals should be made to the Head of the Graduate School.

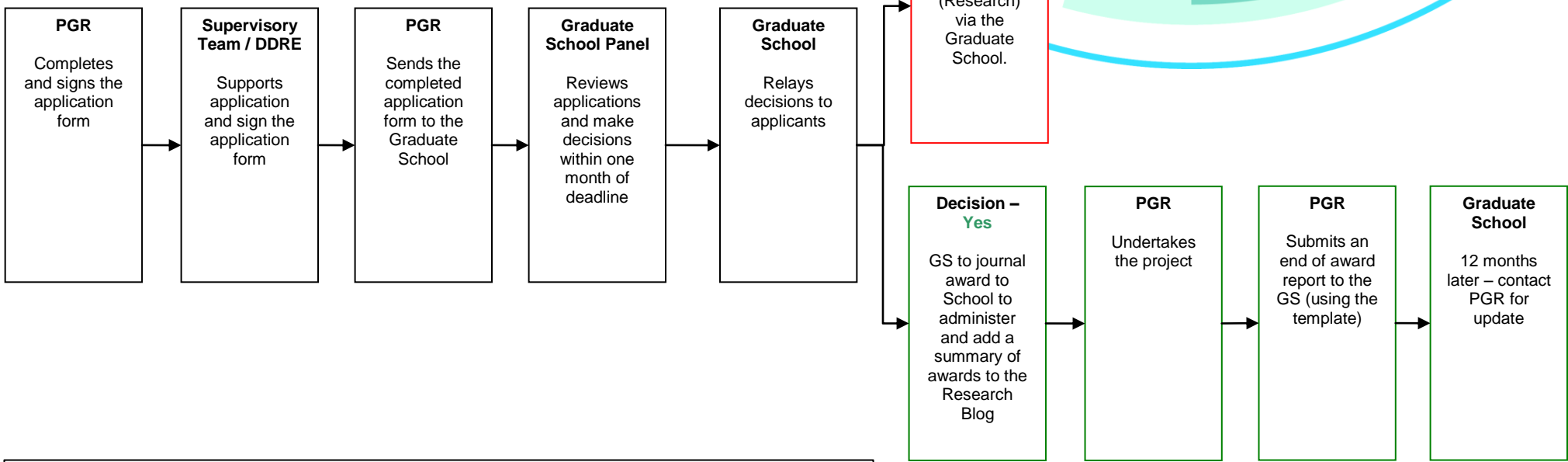
All of the forms and further information on the scheme is available from the BU Research Blog.

The process map is shown below:



The Graduate School PG Researcher Scholarship Scheme 2012/13

**The
Graduate
School**



If you want to apply to the Postgraduate Researcher Scholarship Fund, you must complete an application form (available from the BU Research Blog).

Deadlines:

- 2 November 2012 – primarily for activity taking place between October 2012 and March 2013
- 28 February 2013 – for activity taking place between March 2013 and July 2013.

Applications received by the Graduate School after the deadline will be considered in the following