**Humanities PGR AHRC (Not SWW DTP) Guidelines 2019/20**

**For UK/Overseas Study Visit or Overseas Conference**

(For use from 01 August 2019 to 31 July 2020)

IMPORTANT: Please read these guidelines carefully before completing the application form below.

1. AHRC Research Training Support Grant (RTSG)

The purpose of this fund is to facilitate UK or overseas study visits and the costs of attendance at overseas conferences. The RTSG cannot be used to fund attendance at UK conferences.

2. Eligibility

In order to apply to this fund you must be an AHRC-funded postgraduate research student registered for an MPhil/PhD or other higher research degree at the University of Southampton who began their AHRC funded studies **prior to 2014/15**. Full award, fees-only, full-time, part-time and distance learning award holders are all eligible. You must be within the funded-period of your candidature: three years for full-time students and five years for part-time students. Students on the SWW DTP AHRC scheme should not use this claim but refer to the SWW DTP Hub for more information.

We will not support study visits in the first three months of candidature. A funded study visit must be for the purposes of conducting primary research and essential to the satisfactory completion of the thesis; it should not exceed 12 months in duration.

We will only support one overseas study visit and one overseas conference per student during candidature.

 3. How to Apply

**Please take the following points into account before applying:**

1. Applications should be submitted at least one month prior to the proposed study visit/conference attendance.
2. Please be advised that it will take us approximately two weeks to process your application, so if your visit requires advanced planning / early purchase of tickets / payment of conference fee, it is advisable to submit it as early as possible.
3. Please note that funding is not guaranteed. Each application is considered on its merits and the persuasiveness of its case. Because the fund is limited, it is possible that part-funding will be offered when large amounts are sought.

Applications should be typed into the application form, below.

**Estimating Costs & Contributions**

* Please give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations where possible.
* Estimates must be based on reasonably priced accommodation and fares.
* You are covered by the University’s travel insurance for an overseas conference or study visit, additional travel insurance which you take out yourself will not be reimbursed.
* If foreign currency is used, please state the exchange rate and convert the costs to an estimated pounds sterling value.
* Please be as accurate as possible in estimating your projected expenses. Awards are given based on the estimated costs; however, if the actual costs incurred are lower than those estimated, the award will be reduced accordingly.

**Submitting your Application**

* You should attach relevant supporting documentation to your application form (for example proof of costs, information on the conference you will attend or about any archives/museums/libraries/areas of interest which you intend to visit), and forward it to your Supervisor for endorsement.
* The application should then be sent by email to the Humanities Graduate School (fah-gradschool@soton.ac.uk)
* Please be aware that incomplete, late or retrospective applications **(*applications must be submitted at least one month in advance of the intended trip*)** will not be considered.

5. Condition of Award

If successful, you automatically agree to submit a report on your study visit / conference attendance, you must submit a report within three weeks of returning from your study visit/conference. This is an AHRC requirement for reconciliation purposes. Send your report to the FAH Graduate School:fah-gradschool@soton.ac.uk. Failure to submit a report within the required timeframe will result in action to recover funds from you.

**6. Decision Process**

1. This fund is managed by the Faculty of Arts & Humanities.
2. Applications are considered by the Director of the Graduate School and a representative from the Graduate School Directorate.
3. You will receive written confirmation of the outcome of your application within approximately three weeks of submission.

7. Claiming an Award

If you are awarded funds, you will receive a confirmation email. Please remember to keep all receipts from your trip, as you will need to claim your expenses. On your return please do the following:

* Complete the expenses form with **actual** costs incurred found via the route outlined below:

<https://sotonac.sharepoint.com/teams/FinancePlanningandAnalytics/SitePages/expenses-student.aspx?web=1>”

The costs claimed should be the same as those detailed in the original application or an explanation provided.

* Forward the form and receipts directly to the Faculty Finance Office, Bdg 65, Room 2165 Avenue Campus.
* Please submit claims within **3 months** of incurring the costs otherwise you may be required to explain the delay in claiming.
* **ALL claims for awards granted in the 2019/20 year MUST be received by the Humanities Finance Office by 31 July 2020**
* If you are paying in advance for travel tickets it is possible to reclaim this amount prior to your trip.

If you have any queries about these funds, please contact:

Faculty of Arts & Humanities Graduate School

Building 65/2093

Avenue Campus

University of Southampton,

SO17 1BJ

Tel: +44 (0) 23 8059 7433

Email:fah-gradschool@soton.ac.uk

**Faculty of Arts & Humanities PGR**

**AHRC UK (Not SWW DTP)/Overseas Study Visit; Overseas Conference Application Form 2019/20**

(For use from 01 August 2019 to 31 July 2020)

**Please read Guidelines carefully before completing this form. Please type.**

1. Personal Details

|  |  |  |
| --- | --- | --- |
| Title:  | First Name: | Family Name: |
| Discipline:  |
| Address: | Email:  |
| Tel. no: |
|  |
| Date of Registration: | Full or Part-time: | Principal Supervisor: |
|  |  |  |

Please give the title / provisional title of your thesis:

|  |
| --- |
|  |

2. Type of Activity

|  |
| --- |
| Please indicate whether your proposed activity is: Overseas Study Visit UK Study Visit Overseas Conference  |
| Location: Please list location(s) below; add/expand lines as necessary | Date from: | To:  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Please complete the box overleaf indicating how and why this activity is relevant to your research; attach any supporting documentation which will assist us when making our decision, e.g. conference details, information on the library / Museum / archives / site of interest which you intend to visit. |
| Please state how and why this activity is relevant to your research: |

3. Previous Awards

Please list all previous applications made to the AHRC for UK/Overseas Study Visits or Overseas Conferences (even if unsuccessful). Failure to disclose a previous award may result in your application being rejected.

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose (i.e. conference, research trip etc.) | Location | Award Reference No.(or date of application) | Amount received |
|  |  |  |  |

 4. Estimated Costs & Contributions

Please note that we are unable to pay for all the costs relating to your trip. We will not pay costs relating to photocopying, faxes, telephone calls, taxi fares or food (unless covered in the cost of a conference/accommodation fee); but will cover the cost of a library card or archive entrance fees.

If you have applied for additional funds from elsewhere to support your trip (for example from a subject association or from the conference organisers), please put the amount requested in the box below and deduct the sum from your expenses to give you the final amount requested from this AHRC fund.

|  |  |
| --- | --- |
| Exchange Rate (if applicable): | £1 = |
| **Travel** (please give details)**Total Travel:** | £ |
| **£** |
| **Accommodation**No. of nights...................……...... Cost per night: ............................................................. **Total Accommodation:** |  |
| **£**  |
| **Fees** (please give details of fees incurred , e.g. conference fee, library/archive fee) | £  |
| **Total Estimated Expenses:** | **£** |
| **Amounted requested from elsewhere** | **£** |
| **Amount Requested from AHRC Fund:** | **£** |

|  |  |
| --- | --- |
| Signature of applicant: | Date: |

**APPLICANTS**: Please pass this form to your Supervisor who will complete the final endorsement box.

**IMPORTANT**: Please ensure that a final copy is submitted ELECTRONICALLY to the FAH Graduate School Office (fah-gradschool@soton.ac.uk).

5. Supervisor’s Endorsement

|  |
| --- |
| Applicant’s full name:  |
| Discipline:  |
| Full name of Supervisor (please print):  |
|  | Email:  |
| Ext.  |
| **Supporting Statement:**Please indicate the relationship of the proposed study visit / conference to the student’s thesis.  |
| I confirm that I have read the accompanying guidelines and that the details of the study visit or conference completed by the award holder are accurate. I undertake to inform the Graduate School Office if the study visit/conference is cancelled or the length of the visit is reduced, and I understand that, in the event of the visit being cancelled or shortened, the institution will reserve the right to recall any funds already given. |
| Signature:  | Date:  |
| Name (please print):  | Ext:  |

**NOTE**:

Please ensure that a final copy is submitted by email to FAH Graduate School Office (fah-gradschool@soton.ac.uk).