**College of Arts & Law Graduate School PGR Development Funding 2013-14**

**Guidance Notes**

*Deadline: Monday 24 February 2014*

Applications are invited to apply for funding to support skills training events/projects under the PGR Development Fund. Please note that funding must demonstrably benefit Postgraduate Research Students (MPhil or PhD). Due to Research Council constraints, the scheme can only support training for Postgraduate Taught Students (e.g. MA/MSc) if PGR students also benefit.

Although the training scheme is limited to ‘generic’ skills, this covers a very wide remit (e.g. developing interactive web sites, holding exhibitions, publishing journals, organising conferences, workshops etc). Applicants are asked to indicate which skills are addressed by the project and comment on how they will be met. The full Researcher Development Statement can be accessed online at:

 <http://www.vitae.ac.uk/CMS/files/upload/Researcher%20development%20statement.pdf>

Applicants are also strongly advised to demonstrate that their proposed project benefits the broader PGR community (for example by holding a seminar after their event to report lessons learned to peers) and to ensure that costings are precise, accurate and reasonable (NB catering costs, for example, need to be clearly justified).

The application process is co-ordinated across the College, and all applications will be considered first by a College panel. Excellent applications which fulfil the criteria will be forwarded by the College panel to the University Graduate School for final assessment. Successful applicants will be required to submit a report on the completed training within 30 days of the completion of the project.

Applicants should work with their supervisors on developing their project and completing the application form. Once the form has been completed it should be sent to the CAL generic e-mail account: calpg-research@contacts.bham.ac.uk

Applicants are advised that when claiming expenses, you will be expected to comply with the following University finance guidance:

**Food and Drink Expenses**

All on campus catering should be provided by either, ‘Fresh Thinking’ or ‘Jenny’s Kitchen’ (links provided below). Alternatively, to provide refreshments such as tea, coffee, juice or biscuits please request a paper order for you to take to Spar to purchase the required items. Spar can be found on campus in University Centre (Red Zone, Building R23).

Applications to cover alcohol expenses will be considered by the Finance Office. However, where possible, all alcohol must be purchased through Majestic Wines.

Please contact Sue Bowen (s.j.bowen@bham.ac.uk) in the CAL Finance Office for advice before ordering from these suppliers or for alcohol orders.

**Equipment Expenses**

For ordering equipment over £30 please contact Sue Bowen (s.j.bowen@bham.ac.uk) in the CAL Finance office who will order this through official University Suppliers.

If you do purchase equipment over £30 without contacting CAL Finance Office, you will **not** be reimbursed.

For further information please email: calpg-research@contacts.bham.ac.uk

The CAL Finance Office can be found on the 2nd Floor of the Arts Building (Room 236).

Completed applications should be submitted to the CAL Graduate School:

calpg-research@contacts.bham.ac.uk **by *Monday 24th February 2014.***

**Useful Links:**

Fresh Thinking: <http://www.venuebirmingham.com/freshthinking>

Jenny’s Kitchen: <http://www.jennyskitchen.co.uk/index.php>

Campus Map: <http://www.birmingham.ac.uk/Documents/university/edgbaston-map.pdf>