**College of Arts & Law Graduate School PGR Development Funding 2014-15**

**Guidance Notes**

***Deadline: 23 February 2015***

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 (e.g. MJur, MPhil or PhD). Due to Research Council constraints, the scheme can only fund training for postgraduate taught students (e.g. MA/MSc) if PGR students also benefit. Though 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 at:

[http://www.vitae.ac.uk/CMS/files/upload/Researcher%20development%20statement.pdf](http://www.vitae.ac.uk/CMS/files/upload/Researcher%2520development%2520statement.pdf)

Applicants are strongly advised to demonstrate that their proposed project benefits the broader PGR community (e.g by ensuring that workshops and conferences etc are open to a reasonable number of PGRs; by holding a seminar after their event to report lessons learned to peers).

Applicants must also ensure that costs are precise, accurate and reasonable. You are encouraged to keep in mind that catering costs must be clearly justified. The College Panel will review very carefully whether the catering costs are reasonable in the light of the objectives, attendance and academic merit of the proposed activity. Particular scrutiny will be given to whether proposed expenditure on alcohol is reasonable. The College Panel will not award money to cover extraneous costs (e.g. ‘gifts’ for outside speakers). Absent exceptional circumstances, the College Panel will not award money to cover the cost of ‘fees’ for outside speakers.

**Preparing the Application**

Applicants should work with their supervisors on planning their project and completing the application form. Applicants are strongly encouraged to discuss their proposal with their School’s Head of Postgraduate Research (who will be able to advise on matters such as whether the proposed catering costs are reasonable; whether the application explains sufficiently clearly the benefit to the PGR community as a whole etc). Please ensure that you consult with the Head of Postgraduate Studies well in advance of the deadline. Once the form has been completed it should be sent to the CAL generic e-mail account: [calpg-research@contacts.bham.ac.uk](mailto:calpg-research@contacts.bham.ac.uk).

**Process**

The College Panel will consider all applications. Excellent applications that meet the criteria will then be forwarded 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.

**Food and Drink Expenses**

Applicants are advised that you must comply with the following University finance guidance. 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 to take to the Spar store to purchase the required items. The Spar store 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. The CAL Finance Office can be found on the 2nd Floor of the Arts Building (Room 236).

**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.

**Queries**

For further information please email: [calpg-research@contacts.bham.ac.uk](mailto:calpg-research@contacts.bham.ac.uk)

Completed applications should be submitted to the CAL Graduate School:

[calpg-research@contacts.bham.ac.uk](mailto:calpg-research@contacts.bham.ac.uk) **by Monday 23 February 2015*.***

**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>