**PGR Community Development Fund**

 **Guidance Notes**

All College of Arts & Law postgraduate researchers (PGRs) are eligible to apply for funding to support community building activities as part of the PGR Community Development Fund.

1. **Overview**

The aim of this fund is to encourage PGRs to collaborate with their peers to organise activities or outputs that foster professional and career development. This might include holding exhibitions, publishing journals, organising conferences or providing catering for networking events and workshops.

In the short application form, PGRs should give a brief overview of the activity/output and its goals, as well as proposed dates, costings and number of participants. Applicants should refer to the Researcher Development Statement to identify which areas of career or professional development their activity speaks to; they should also describe how the event fosters a sense of PGR community within CAL.

Please note that funding must demonstrably benefit PGR students (e.g. MRes, MA by Research, PhD) and that, due to Research Council constraints, the scheme can only fund activities for postgraduate taught students (e.g. MA/MSc) if PGRs also benefit.

**Examples:**

* Setting up a monthly reading – or screening – group, complete with refreshments
* Inviting an external speaker to campus to present on their work
* Curating a skills training workshop for a group of PGRs
* Hosting academics or industry experts to talk about careers opportunities
* Organising a workshop with a local company or charity to explore potential collaborations
* Publishing a zine or anthology of work
* Running a regular work-in-progress workshop
* Ordering catering for a networking event or workshop
1. **Application Process**

Having worked with peers to plan the proposed activity/output, applicants should complete the short application form (NB/ all applications should have two or more project leads).

Applicants are encouraged to discuss their proposal with their School’s Head of Postgraduate Studies, although please ensure you contact them well in advance of the deadline.

Guidance regarding costings can be found below; any further queries can be directed to calpg-research@contacts.bham.ac.uk.

Once the application form has been completed it should be sent to calpg-research@contacts.bham.ac.uk. The College Panel will then meet to assess all applications and their decision will be communicated shortly afterwards.

NB/ successful applications will be required to submit a brief report on the completed activity/output within 30 days of completion.

1. **Costs**

Applicants should demonstrate that all costs are **accurate and reasonable**. The panel will review carefully whether costs are clearly justified in light of the objectives and anticipated attendance for the proposed activity or output.

**Catering costs can include:**

* University of Birmingham Catering Services – Food Fellows. Browse the menu at <https://conferences.bham.ac.uk/wp-content/uploads/2023/12/Events-Menu-Nov-23.pdf> to outline the estimated costs on the application form. **The CAL GS Admin Team will place the order for you directly from the PGR Community Development Fund.**
* Snacks and drinks from local shops **- make sure you keep the receipts to claim back later.**
* **Alcohol** for one event per term. Wine expenses should cost £5-£7 per bottle. Costs relating to alcohol will be given particular scrutiny and may well be denied in order to retain enough funds to finance additional projects. The continued expense of providing alcohol for a regular seminar series will NOT be considered a reasonable use of fund.

**Travel/accommodation** **costs** should be minimized as far as possible. Travel/accommodation bursaries for non-speakers at conferences/symposiums/colloquiums should only be for a small percentage of the total attendees and will be given for UK travel rates only.

**Fees and gifts** for speakers will not be awarded except in exceptional circumstances. Alcohol may NOT be given as a gift under any circumstances.

Hosting **external speakers** outside an event (e.g. an evening meal) can be considered. However, the number of hosts must not materially exceed the expected number of visitors. The names and institutions of those present would need to be stated on the claim form. All costs must be claimed by the end of June 2024 to meet the university’s financial year. Claims made after this date will not be paid.

Any **equipment** purchased which costs over £30 must be ordered through an official university supplier. Equipment purchases of less than £30 should be ordered through university suppliers wherever possible. Please contact calpg-research@contacts.bham.ac.uk for further help with this. If your application is successful you will be sent further details at that time on how to claim.

**Printing and services for digital outputs** can be sourced through Print Me (<https://print-me.net/index.html>) or Creative Media (<https://www.creative-bham.co.uk>). You will need to contact the team for a quote and the CAL GS Admin Team will then arrange payment from the PGR Community Development Fund.