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. MRes, MA by Research, 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 websites, 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

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).

Preparing the Application
Applicants should work with their supervisors on planning their project and completing the application form. Please refer to the guidance below regarding costings for the project.

Applicants are strongly encouraged to discuss their proposal with their School’s Head of Postgraduate Studies 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 Research 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.

Process
The College Panel will consider all applications.

Successful applicants will be required to submit a report on the completed training within 30 days of the completion of the project.

Costs
Applicants should demonstrate that the costs are accurate and reasonable. The panel will review carefully whether costs are clearly justified in the light of the objectives, attendance and academic merit of the proposed activity.
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 funds however alcohol for one event (e.g. end of term) per term for seminar series may be considered.

Travel/accommodation costs should be minimized as far as possible. Where speakers requested are from outside the EU, justification should be provided for how their attendance will benefit the event over an EU based colleague. 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.

When preparing costs for your application, please also take into account the following:

All costs must be claimed by the end of June 2018 to meet the university’s financial year. Claims made after this date will not be paid.

To comply with the university financial regulations, all on campus catering must be supplied by either Jacksons Catering or Fresh Thinking (see below for contact details). Refreshments such as tea, coffee and biscuits can be purchased directly from Spar on campus through a purchase order rather than having to be claimed back through expenses. Alcohol (if agreed by the panel) should be purchased through Majestic Wines wherever possible.

Fresh Thinking: [http://www.freshthinking.uk.com/](http://www.freshthinking.uk.com/)
Jacksons Catering: [http://www.jacksonscatering.co.uk/Default.aspx](http://www.jacksonscatering.co.uk/Default.aspx)

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 Sue Bowen (s.j.bowen@bham.ac.uk) in the CAL Finance Office for further help with this.

If your application is successful you will be sent further details at that time on how to claim.

Queries

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