GW4 Doctoral Student Training Scheme

Guidelines for project planning and management

a) Timing of training

We would be grateful if you could check any potential training dates against our respective programme diaries below. Please do this as soon as possible in order to ensure that there is no overlap with other events.

Programme diary for:
University of Bath
University of Bristol
Cardiff University
University of Exeter

b) Booking rooms/venues/refreshments/equipment

You must meet with your local GW4 contact to discuss room bookings, catering, etc., and to check with them whether your university has preferred suppliers/ special deals. They will also be able to advise you on the way any other payments should be handled and processed within your institution. Please check this at the outset of your planning.

c) Advertising the event(s) across GW4

You are advised to plan your publicity at the start of the project. GW4 templates and logos will be provided. All materials must adequately acknowledge the funding received from GW4, as well as feature the GW4 logo. Please note that all publicity for events held at Cardiff must comply with the University's Welsh Language Scheme (This will be discussed when you meet with your local GW4 contact). There will be dedicated space on the GW4 website for information about your event. You should provide a brief summary (not more than 100 words) about your training to go on the website, create an Eventbrite page for registration and forward the link to your local GW4 contact and the GW4 PGR Coordinator.

d) Obtaining participant feedback

It is important that you collect feedback from the participants of your training and include it in your final report. A survey template is available from the GW4 PGR Coordinator and can be adapted for your purposes.

e) Reporting on the training activity

You may be asked to submit an **interim progress update** (the timing for this will depend on the dates of your workshop/s) and must submit an **end of project report** within four

weeks of running your final activity (and no later than 13 August 2018). Templates for reports will be provided.

You will be asked to provide a full list of registrants (including institutional email addresses), detailing participants and no-shows, as well as those on the waiting list, so please keep a record of these.

Guidelines for travel and accommodation reimbursement

Participants of training events offered through the GW4 Doctoral Student Training Scheme are eligible for reimbursement of their travel expenses and, in special cases, their accommodation costs if they are registered at a GW4 institution. **To ensure that they will be reimbursed, please read the following guidelines.**

Your local GW4 contact will provide you with a template expense claim form for your university. As reason for payment, please add the name of your training event to the provided text.

You will be responsible for the distribution, collection, and checking for completeness of these fee claim forms, which should be collected either on the day of the event, or within no more than **5 days** of its completion. **The collated forms should then be sent to your local GW4 contact.**

Please ensure that all participants from GW4 institutions are aware of the following guidelines.

- The mode of transport chosen should be the most cost effective one available.

- Receipt of travel is required for all reimbursed expenditure. Credit card receipts presented as only evidence of reimbursement and copies of credit card statements are NOT valid receipts for these purposes.

- If the scheduling of your training event makes it unfeasible for postgraduate researchers from other GW4 institutions to travel on the day you should allow for overnight accommodation in your budget. This is of particular relevance for participants from Exeter's Cornwall Campuses.

- Participants will be reimbursed only for the equivalent amount of travel expenses from the institution they are registered at (see table below for guidance). Students who study at the host institution should not be reimbursed for travel to their normal place of study.

Please find below a table of the average train fares between GW4 institutions. These are provided for guidance in your budgeting. The maximum reimbursable amount is the price of peak time tickets.

You may choose to limit the reimbursable travel amount to the average cost below, **but are required to inform your participants of this in advance**.

	To	Bath	Bristol	Cardiff	Exeter
From					
Bath		x	£10	£25	£40
Bristol		£10	x	£15	£30
Cardiff		£25	£15	x	£60
Exeter		£40	£30	£60	x
Exeter's Cornwall Campuses		£85	£85	£125	£35

Please don't hesitate to contact your local GW4 contact if you have any further questions.