

# GW4 GW4 Doctoral Student Training Scheme

## Guidelines for Applicants

### About the Scheme

This fund is intended to support discipline-specific doctoral training events, identified and organised by and for doctoral students within the GW4 Alliance. '**Discipline-specific**' is defined broadly as - those skills that are required for research into a specific field of study, rather than being applicable across most areas of doctoral research. For example, a session on 'presentation skills' would not be considered discipline-specific while one on 'running effective focus groups' or 'communicating about research with animals' might be. We are particularly keen to support training activities which will be attractive to researchers across all four of the GW4 Universities and will enable those researchers to link with others in similar discipline areas.

Please note that we are not looking to fund conferences with this scheme. Before you apply for funding, please check your institution's [current offerings](#) to ensure that your proposal is new.

The funding can be used to pay for fees for external trainers, reasonable catering costs, materials and travel for those GW4 doctoral researchers who are not based at the hosting institution. Normally, we would not pay venue hire because we would expect one of the GW4 Universities to host the event. If you wish to ask someone internal to GW4 to facilitate your training, please note that we do *not* pay full-time staff who are employed by universities in the GW4 Alliance.

### Eligibility

All doctoral students registered at one of the four GW4 Alliance universities are eligible to apply. Ideally, projects will have at least one co-applicant to share the workload, but this is not a requirement.

This scheme is intended to encourage new types of training across the GW4 universities, therefore repeat applications for previously funded training will not be eligible for further funding.

If you have any queries about what might be appropriate, please get in touch with your local GW4 contact (details below). The training event must take place by Friday **19 July 2019**, and a final report submitted no later than one month after the final activity

### Responsibilities of Organisers

Successful applicants will be expected to carry out the activities outlined in their proposals, including, but not restricted to:

- identifying and setting suitable dates
- identifying and briefing presenters/trainers
- booking suitable rooms/venues as well as any necessary equipment and refreshments
- obtaining participant feedback
- reporting on the activities

- following financial procedures, details of which will be provided

### **Maximum Funding**

The normal maximum amount will be £2,000. If, however, there is a unique feature of your proposal that you feel would justify additional funds, please get in touch with the GW4 Building Capacity Manager to discuss further. Please note that your budget must include provision for travel, and if necessary and justified, accommodation costs of GW4 researchers who are not based at the hosting institution. Please refer to the guidelines for travel and accommodation reimbursement at the end of this document.

### **Application Process**

Complete the application form and submit it not later than 11:59 pm on 1 February 2019 to [gw4-pgr@bristol.ac.uk](mailto:gw4-pgr@bristol.ac.uk). You will be notified within 4 weeks of the closing date as to the outcome of your application and will be asked to confirm that you are still in a position to proceed with the project and complete the event by 19 July 2019.

### **Selection Criteria**

The selection panel will be seeking to ensure that the applicants are eligible (currently enrolled doctoral students at a GW4 university); that the training is additional to that already on offer at the university; that the rationale provided for the training is persuasive; that it will be feasible to offer the activity by 19 July 2019; that there is a clear plan to engage researchers from other GW4 universities; and that the proposal offers value for money.

### **Monitoring and Evaluation**

Funded projects will be monitored by the GW4 PGR Coordinator. Short progress reports will be required during the planning stages and a full report will be required after the event. You must collect participant feedback, which will form part of the event report.

### **Links to Researcher Development Programmes**

Please have a quick look at the researcher development programmes to ensure that your idea isn't already on offer:

[University of Bath](#)

[University of Bristol](#)

[Cardiff University](#)

[University of Exeter](#)

### **Local Contacts**

Your local GW4 contacts can assist you with developing your proposal and planning your event.

- **University of Bath:** Neil Bannister, [N.J.Bannister@bath.ac.uk](mailto:N.J.Bannister@bath.ac.uk)
- **University of Bristol:** Paul Spencer, [paul.spencer@bristol.ac.uk](mailto:paul.spencer@bristol.ac.uk)
- **Cardiff University:** James Farror, [FarrorJ@cardiff.ac.uk](mailto:FarrorJ@cardiff.ac.uk)
- **University of Exeter:** Chris Wood, [C.B.Wood@exeter.ac.uk](mailto:C.B.Wood@exeter.ac.uk)
- **GW4 (PGR) Building Capacity Manager:** Jen Hawkins, [gw4-pgr@bristol.ac.uk](mailto:gw4-pgr@bristol.ac.uk)

## 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 travel from the institution at which they are registered (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 estimated cost for train fares between GW4 institutions (please note that these are based on the prices for peak-time day returns apart from trains from and to Exeter Cornwall campus which are based on the likely cost for off-peak returns over two days). These are provided for guidance in your budgeting. **The maximum reimbursable amount is the price of peak time tickets.** As ticket prices can change we recommend that you check online the likely cost of tickets so that you submit a realistic claim.

	To	Bath	Bristol	Cardiff	Exeter	Exeter's Cornwall Campuses
From						
<b>Bath</b>		x	£8.90	£24.10	£35.30	£94.70
<b>Bristol</b>		£8.90	x	£18.50	£34.60	£94.70
<b>Cardiff</b>		£24.10	£18.50	x	£57.30	£103.40
<b>Exeter</b>		£35.30	£34.60	£57.30	x	£40.10

<b>Exeter's Cornwall Campuses</b>		£94.70	£94.70	£103.40	£40.10	x
---	--	--------	--------	---------	--------	---

Please don't hesitate to contact your local GW4 contact with queries, concerns or questions.