

# RO35 PGR Conference, Exhibition and Performance Fund Guidance 2023-24.

Scope	University guidance for PGRs applying for additional financial support for research.
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Associated Links	<a href="#">Staff Travel Restrictions (Appendix 1 and 2)</a> <a href="#">Visa and Immigration</a> <a href="#">YSJ A-Z Software Resources</a> <a href="#">YSJ Financial Payment Dates</a> <a href="#">YSJ Library and Learning Services</a>
Associated Documents	<a href="#">PGR/GTA Expense Claim Form</a> <a href="#">PGR International Travel Authorisation Form</a> <a href="#">PGR Conference, Exhibition and Performance Fund Application Form</a> <a href="#">PGR Absence Request Form (Student Visa holders)</a>

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## 1. Overview

The guidance sets out the criteria and application for the **PGR Conference, Exhibition and Performance Fund** for the financial year 2023-24.

As a PGR you can already apply for funding of up to £500 (full-time) or £250 (part-time) for essential items to support your research each financial year from the PGR Project Fund.

In addition to the PGR Project Fund, we are also happy to support you by offering the opportunity to apply once per academic year for up to £1000 towards presenting at an in-person conference, exhibition or performance (international or domestic) or up to £250 for an online conference.

This is not a personal allocation of funding. It is a general conference, exhibition and performance fund to provide PGRs with an opportunity to develop their careers, network, and disseminate their work. Funding is based on actual spend rather than maximum eligible amount, and is subject to availability of funding. Support is not guaranteed and may need to be awarded on a competitive basis depending on the funding available.

In cases when the total number of applications exceed what can be supported, priority will be given to PGRs who (1) have not received support from the fund before, (2) are presenting at their first conference, exhibition or performance, and (3) are in their final year of their programme.

**The financial year runs from 1<sup>st</sup> August to 31<sup>st</sup> July. All applications need to be submitted by the final deadline and if approved the evidence for reimbursement must be with the Research Office on Friday 28<sup>th</sup> June 2024. Anything received after this date cannot be processed.**

Once you have **written confirmation of an approved application** for funding, you will be expected to pay up front for any costs, except for travel and accommodation which must be booked by the Research Office.

**Any purchase(s) made without approval cannot be reimbursed.**

The Research Office kindly request that you consider your reasons for applying to ensure that your request meets one or more of the criteria set out in this guidance. If you would like clarification, please contact the [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk) and we will be happy to advise.

Funding cannot be applied for prospectively or retrospectively to the current financial year.

## 2. Eligibility

To apply for this fund, you must be registered as a current postgraduate researcher (PGR) on one of following the programmes:

- PhD (standard, distance and practice-led)
- Clinical Research Fellows
- Graduate Teaching Assistants
- Graduate Research Fellows
- Academic Associates
- Professional Doctorate
- Doctorate of Counselling Psychology

PGRs must be presenting research produced at YSJU as part of their programme.

## 2.1 Ineligibility

You cannot apply for the PGR Conference, Exhibition and Performance Fund if you are:

- On suspended studies, extended studies, or if you have entered the examination stage;
- Undertaking a PhD by Published Works as the research has already been completed;
- In the first stage of a Professional Doctorate, funding can only be applied for following a successful transfer;
- In the first year of a Doctorate of Counselling Psychology, funding can only be applied for from your second year.
- Attending as a delegate only

## 3. PGR Conference, Exhibition and Performance Fund application process

### 3.1 Application deadlines

Before submitting your application, please read through this guidance thoroughly.

**Any purchases made without approval cannot be reimbursed.**

The application form can be downloaded here:

[PGR Conference, Exhibition and Performance Fund application form](#)

You can apply to fund to support the following activities:

- Conference, exhibition or performance registration fees (as a presenter or exhibitor)
- Funding towards the cost of travel and/or accommodation for the conference/exhibition/performance

Once completed, please submit with any relevant documentation to [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk)

Please be aware that if you wish to book travel and accommodation you must submit the application at least six weeks prior to the date of your travel. **All travel and accommodation must be booked via the Research Office.**

For overseas travel you will also need to complete a [International Travel Authorisation Form](#) which will need to be uploaded before you can submit your application. If you hold a student visa, you will also need to complete and upload a [PGR Absence Request Form \(Student Visa holders\)](#) before you can submit your application.

There will be application deadlines every three months:

- 31<sup>st</sup> July 2023
- 31<sup>st</sup> October 2023
- 31<sup>st</sup> January 2024

- 30<sup>th</sup> April 2024

Applicants will find out if they have been successful within 5 working days of the end of the application windows.

**If your application is approved, the evidence for reimbursement must be with the Research Office on Friday 28<sup>th</sup> June 2024. Anything received after this date cannot be processed.**

If your application is approved, **you will be expected to pay upfront for any cost except travel and accommodation** which must be booked by the Research Office. Please see [Section 5](#) for more information on travel and accommodation.

**Any travel and accommodation booked prior to approval cannot be reimbursed.**

### **3.2 Payment Process**

Following a successful application, you will need to send the following documentation electronically to the [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk):

- [PGR/GTA Expense Claim Form](#)
- Receipt(s)/Invoice(s)
- Email acknowledgment from supervisor which includes their email signature
- Additional evidence may be required and will be specified in [Section 4](#) which outlines the criteria for the PGR Conference, Exhibition and Performance Fund
- Proof of presenting

**The Research Office will send the information to Finance for reimbursement within 5 working days of receipt.** If you are an employee of the University, the payment will be made into your monthly salary. If you only have a student account reimbursement will be made in line with the [YSJ Financial Payment Dates](#).

If your cost exceeds the limit, it is your responsibility to pay for any excess.

If your application is approved, you must ensure that your payment details are up-to-date in your e:Vision account.

### **3.3 Audit Process**

It is your responsibility to retain all receipts and supporting documentation relating to your approved application for the duration of your programme plus one year.

Documentary evidence must be made available for review or audit purposes upon request. If you are unable to produce evidence of your purchase(s) when requested, you may be required to repay the University for the full cost.

Your supervisor may be asked to confirm that satisfactory progress has been made or that data has been collected as part of your programme. If satisfactory progress has not been made, you may be asked to repay the full cost of your purchase(s) to the University.

## **4. PGR Conference, Exhibition and Performance Fund Criteria and Process**

The following sections provide further details on the categories covered for the PGR Project Fund. Please read these carefully before submitting your application.

#### **4.1 Conference, Exhibition and Performance attendance as a presenter, exhibitor or performer**

Upon application, you will need to provide the following:

- Proof of acceptance of abstract/exhibition statement/ invitation
- Justification for attending the conference, exhibition or performance and how it will benefit you, your development, and/or your research
- Cost of event and estimated cost of associated travel
- If abroad, a completed Travel Request form – the Research Office can advise on this.
- Letter of support from your main supervisor

#### **4.2 What the PGR Conference Fund does not cover**

The PGR Conference Fund does not cover the cost of the following:

- Subsistence costs
- Membership costs associated with the conference, exhibition or performance

### **5. Travel and Accommodation**

**Travel and accommodation costs must be approved and booked a minimum of six weeks prior to travel by the Research Office.** You can apply for travel and accommodation costs via the PGR Conference, Exhibition and Performance Fund application form

**You will not be able to apply for funding to support subsistence costs i.e. food and drink.**

#### **5.1 UK Travel and Accommodation**

UK travel and accommodation must be booked by the Research Office.

The Research Office will make all reasonable efforts to book travel and accommodation preferences as stated in your application. Please be aware that preferred journey and accommodation requests cannot always be fulfilled, but the Research Office will consult with you on any changes to your preferences.

All travel and accommodation costs must be in line with the University's allowance rate for UK accommodation.

**Any travel and accommodation booked directly without prior approval by the Research Office cannot be reimbursed.**

#### **UK accommodation rates**

The University's maximum allowance rates for UK accommodation/hotel rates are as follows:

- UK - London £165.00 per night (B&B)
- UK - Other £120.00 per night (B&B)

These rates should include breakfast and VAT.

Accommodation allowances are found in the [University's Travel and Expenses Policy 2023](#) under Appendix 2.

## 5.2 Mileage

Mileage allowances for the use of private cars are as follows:

- For the first 50 miles of each journey - 45p per mile
- Thereafter - 25p per mile

What is a journey?

- A return journey is classed as one journey e.g. travelling from A to B at 60 miles, then returning from B to A at 60 miles is a total journey of 120 miles. This will be paid as 50 miles at 45p, then 70 miles at 25p per mile.

Mileages allowances are found in the [University's Travel and Expenses Policy 2023](#) under Appendix 1.

## 5.3 Overseas Travel and Accommodation

Any overseas travel will need to be authorised by the Pro Vice Chancellor for Research and International prior to any booking being made by the Research Office.

In the first instance you should complete a PGR Conference, Exhibition and Performance Fund application form. Once the form is approved, you must then submit a [PGR International Travel Authorisation Form](#). **Requests should be made a minimum of six weeks prior to travel.** It is your responsibility to include your itinerary, travel and accommodation details on this form. The Research Office will then be able to book your travel and accommodation. If your preferred options are not available, the Research Office will contact you to discuss alternative arrangements.

For any overseas travel it is your responsibility to check current [foreign travel advice](#) via the UK Government's website. If the [foreign travel advice](#) is against travel to a specific location, the Research Office cannot reimburse or book any travel and your International Travel Authorisation Form will be denied.

## 5.4 Student Visa (Tier 4)

If you are an international PGR, you will need to complete a [PGR Absence Request Form \(Student Visa holder\)](#), submit this alongside the PGR Conference, Exhibition and Performance Fund application form and also submit this to Registry ([research@yorksj.ac.uk](mailto:research@yorksj.ac.uk)). Registry will record the absence in the student record system and send you an email confirmation of the outcome and include your supervisory team and Visa into the response.

## 5.5 Amended or Cancelled Bookings

If your travel and/or accommodation needs to be amended or cancelled please email the Research Office with the full details of your request. This should include any new times/date/locations and attach your initial booking confirmation to the email.

The Research Office will contact you with the approved amendment details.

## 6. Contact Us

For more information, or if you have any questions, please contact:

[ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk)