

## GUIDELINES FOR APPLICANTS

The QMUL Doctoral College Initiative Fund (DCIF) seeks to stimulate innovative new activities driven by the College's doctoral students and postdoctoral researchers which will enhance the research experience, intellectual and/or professional development of the College's wider doctoral and postdoctoral community. We anticipate supporting a wide range of activities or events ranging from, but not limited to: networking opportunities, specialist training activities, conferences and workshops. If you are unsure whether the activity you would like to develop fits the criteria for funding you should contact your Deputy Dean for Research.

The following guidelines have been developed in relation to applications to the Fund. The Panel can alter these guidelines without prior notice, with agreement of the Vice-Principal for Research.

- 1 A minimum application threshold of £100 and a maximum application threshold of £1000 has been agreed for the Fund.
- 2 The Fund has been designed to ensure that funding is available to support initiatives and events, the costs of which cannot be borne by Institute/School funds alone.
- 3 The Fund is designed to support new activities set up by, and primarily provided for, QML doctoral students and/or postdocs. Applications to fund existing activities will not be considered.
- 4 The Fund cannot be used to fund equipment and consumables.
- 5 The Panel will consist of two senior academic staff from each Faculty (or designated nominees).
- 6 Applications will normally be considered three times per year (once per term) alongside applications to the general Postgraduate Research Fund (PGRF).
- 7 Awards cannot be made retrospectively, for initiatives/events that have taken place before the date of the Panel meeting.
- 8 Applications will only be considered where the applicant provides details of attempts to secure support and/or funding in cash or kind (for example, the provision of rooms for free) from alternative sources either internal (for example, from the applicant's Institute/School) or external (for example, from a Learned Society) to Queen Mary. Where no such support is available, the reasons for this must be explained in the accompanying Statement of Support from the Institute/School.
- 9 Priority will be given to those who have not previously been awarded DCIF funding.
- 10 Students who are in writing up are eligible to apply for a DCIF award. Applicants in writing up status must provide a statement explaining how the activity applied for will enhance their research and career progression.
- 11 Students who have submitted their PhD thesis are not eligible to apply for an award.
- 12 Priority will be given to activities and events with a multi/inter-disciplinary focus, and in particular cross-Faculty initiatives, and which engage the maximum number of participants.
- 13 Applicants are expected to seek best value for money and are expected to keep costs as low as possible (without comprising the aims of the initiative/event).
- 14 Use of facilities and rooms other than at Queen Mary will only be funded in exceptional circumstances; where it can be proven by the applicant that these facilities can be secured cheaper than at Queen Mary, and their use will not compromise the ability of Queen Mary students to attend the event.

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- 15 Projected costs relating to room hire and/or catering must be accompanied by a written quotation.
- 16 Costs relating to the travel expenses of external participants will be funded only in the case of key participants (for example, invited speakers) and in accordance with standard QMUL expenses policy. Applicants are expected to keep any travel costs as low as possible, and take advantage of early booking discounts. When flying, applicants must use economy tickets. When travelling by rail in the UK, applicants must travel standard class. Applications for air and rail fares will only be considered when accompanied by proof of anticipated costs (for example, a screen print of fares from a standard internet search engine such as Flightbookers, or the Trainline). Applicants may claim reasonable costs for other necessary transport (for example, coach transfers to and from an airport).
- 17 Claims for accommodation costs will be limited to a maximum contribution of £75/night, and subsistence costs to £25/24 hour period. Applications will only be considered when accompanied by proof of the submitted accommodation costs (for example, a screen print of the room rate relating to the proposed date for that accommodation).
- 18 Funding may be sought for the hosting of such participants (for example, a dinner for key note speakers) up to a maximum of £50/head for these participants and the applicant.
- 19 Applicants may not apply for contingency funds.
- 20 Applications must include a statement of support from their Institute/School, and be signed by the Head of Institute/School or Director of Research.
- 21 Applications must be submitted by the Institute/School not later than one week prior to the panel deadline.
- 22 Awardees will be expected to provide a brief report to Institutes/Schools on use of funds, sending an electronic copy of the report to [gmpgrf@qmul.ac.uk](mailto:gmpgrf@qmul.ac.uk). Institutes/Schools will be requested to provide an annual summary report for the Panel.
- 23 Schools/Institutes should submit a claim for the monies spent under the terms of the award to the Research Degrees Office for re-imburement. Monies will not be reimbursed until the Award Holder's Report Form has been received by [gmpgrf@qmul.ac.uk](mailto:gmpgrf@qmul.ac.uk)