School of Performing and Digital Arts
PGR Research Expenses Policy

Within any one financial year (which runs from 1 August to 31 July), full-time PhD students are eligible to apply to the School’s PGR Research Expenses Fund for spending of up to £300 on research expenses. Please note: part-time students may request up to £150; students who are co-supervised with another department are normally eligible for 50% of these allowances; and students paying continuation fees (in the so-called ‘writing up year’) are not normally eligible for funding. This money cannot be rolled forward from one year to the next. Applications for more than £300 will be considered in exceptional circumstances.

**Allowable costs include:** conference fees and travel to conferences to give a paper or presentation, or for research trips (e.g. fieldwork, archives, research libraries); overnight accommodation on research-related trips; purchase of digital scans/microfilms from libraries; costs involved in performing or recording compositions. Costs must be as economical as possible.

**The PGR Research Expenses Fund cannot be used for the following:** equipment; software/hardware; subsistence (i.e. meal costs apart from those included in overnight accommodation); proofreading or other publication costs; books or scores. (Royal Holloway library will usually obtain books and scores for you; contact the School’s Liaison Librarian, Rachel White (Rachel.White@rhul.ac.uk)).

**PGR Research Expenses funding is allocated on a competitive basis** and is not to be regarded as an entitlement. AHRC or TECHNE funded students should apply in the first instance for [AHRC Research Training Support Grants](https://www.ahrcauk.org/research-training-support-grants). Students should also apply for Royal Holloway’s Travel Awards as appropriate. Students are also encouraged to seek external research funding, although some of these sources require considerable advance planning (the student’s supervisory team and departmental PGR Lead can advise on potential sources of external funding).

On completion by the student, this form should be sent by email to the student’s lead supervisor for authorisation and subsequent forwarding to the School Director of Postgraduate Research Education. You will be notified of the outcome by email. Advance applications are encouraged, although retrospective applications from within the past few months will also be considered (in which case students will have to bear financial responsibility for any costs that the School cannot fund).

If your application is successful, the School office will process a student payment for you. In order to facilitate this, please make sure that your bank details are up-to-date on Campus Connect. Once the student payment forms have been sent to the student fees team, they usually take about a week to be processed. If there are any receipts which are pertinent to your claims, please send these to [PDA-school@rhul.ac.uk](mailto:PDA-school@rhul.ac.uk) clearly indicating what they are for. Receipts will be kept on file and checked.

The approval process is overseen by the Research Student Oversight Committee, which meets once per term. There are three deadlines for applications throughout the year. In 2021-22, the deadlines are **Friday 12 November 2021**, **Friday 26 February 2022**, and **Friday 10 June 2022**. Please plan ahead and ensure you meet the relevant deadline if you wish to apply.

**Dr Chris Megson**
Director of Postgraduate Research Education
August 2021
APPLICANT DETAILS

Name:

RHUL email address:

Programme:

Department:

Full/part time:

Start date of your programme:

If you are an MPhil/PhD student, are you in receipt of AHRC funding?

THE PROJECT

Brief description of the project for which you are requesting funding:

Why is this project/activity essential for your research?

THE COSTS

Overall sum requested:

Breakdown of costs:

Total research funding already awarded in this academic year:

Which other sources have you applied to fund this project?

Date of submission of this application form to Supervisor:

Now email this form to your Supervisor (please check overleaf).
SUPERVISOR

Please offer a short statement on the merits of this application:

Signed:
Date:

Thank you! Please email this form to Dr Chris Megson, Director of Postgraduate Research Education (chris.megson@rhul.ac.uk)

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RESEARCH STUDENT OVERSIGHT COMMITTEE

Comments/Decision:

Signed:
Date: