



## HOMERTON COLLEGE

# POSTGRADUATE RESEARCH AND TRAINING GRANTS 2023-24

### WHAT IS A RESEARCH GRANT? WHAT EXPENSES CAN I APPLY FOR?

The Research and Training Grant helps Homerton College postgraduate students (including clinical medical and veterinary students) with expenses associated with their research and study.

Funds may be sought **in advance** for expenses such as:

- travel to conferences, research sites, libraries and archives
- registration fees for conferences
- accommodation costs while working away from College or at a residential conference or research- or training-related placement
- exceptional expenses associated with your research, such as unusual amounts of photocopying, or purchase of specialist analysis software if not available elsewhere
- purchase of essential research-related books and materials, if not available elsewhere (clinical medics may claim for textbooks and stethoscopes)

Funds are **not** normally awarded for:

- purchase of laptops
- normal meals/sustenance (except for clinical medics, who may claim for hospital placement expenses)

### AM I ELIGIBLE? IF SO, HOW MUCH CAN I APPLY FOR?

Course	Eligible?	Maximum amount awarded
Full-time 1yr (e.g. MPhil, LLM, MAST)	Yes	£175
Full-time 2yr MAUD	Yes	£175 each year, or £350 in total
Part-time 1yr PGCE-MEd	Yes	£175
Part-time 2yr MEd/EMBA/MSt	Yes	£87.50 each year, or £175 in total
Full-time PhD	Yes	£400 for each of the first 3 years, or £1200 in total <i>4<sup>th</sup>-year + students may be considered for a single extra award if they have not already received the maximum amount of funding, and have not submitted their thesis</i>
Part-time PhD/EdD/MD	Yes	£240 for each of the first 5 years or £1200 in total <i>6<sup>th</sup>-year + students may be considered for a single extra award if they have not already received the maximum amount of funding, and have not submitted their thesis</i>
Clinical medic or vet	Yes	£400 for each of the 3 years, or £1200 in total

## HOW DO I APPLY? WHEN CAN I APPLY?

- Students can apply by completing an application form and returning to the **Postgraduate Administrator, Kelly Collinwood** ([postgrad-admin@homerton.cam.ac.uk](mailto:postgrad-admin@homerton.cam.ac.uk)). If you have any queries about how to fill in the application form, please consult the **Finance Tutor, Dhiru Karia** ([dk211@cam.ac.uk](mailto:dk211@cam.ac.uk)).
- Closing dates for applications in 2023-24 are:
  - **Monday 30 October 2023**
  - **Monday 15 January 2024**
  - **Monday 4 March 2024**
  - **Monday 3 June 2024**
- Application forms should be completed with the full costs of anticipated expenditure and how it is proposed to be funded, including the College's requested contribution. If you have confirmed external funding please attach documentary proof. Generally applications are made in advance of the expenditure being incurred: the only exception to this is during the summer vacation (July-September) when a retrospective claim may be made for the October deadline.

*Please note the following:*

- Unless you are a clinical medic, claims for less than £50 do not qualify for a Research and Training Grant.
- If you are a clinical medic you are entitled to claim £400 per annum in the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year of your studies for course-related expenses. It is most likely that you will incur extra costs when you take electives in the 5<sup>th</sup> year. As such you may 'roll over' your 4<sup>th</sup> year allocation, and claim up to £800 in your 5<sup>th</sup> year to cover the extra expenditure.
- If you are a PhD student applying for a grant over £400 please give a breakdown of any Research and Training Grants received to date. It may be worth 'saving' your grants for an international conference (or similar) in your final year – you may 'roll over' unclaimed amounts from year to year.
- Students are expected to apply for all other appropriate sources of funding for which they are eligible, including supervisors' and departmental monies, in addition to this application.
- Some sponsors, e.g. Gates, DTPs, may have funds for these expenses to be claimed separately.
- Students are expected to search for the most economical arrangements available, and to seek out student fares, registration rates, etc.
- Only under very exceptional circumstances will the Committee consider an advance over the annual allocation for students on 3(+) year courses.
- Applications to attend conferences, or for other activities, which will take place after the submission of a Master's or doctoral thesis are not eligible for consideration.
- **Applications that are not fully completed, including a Supervisor's or DoS's statement and signature, will be returned to the student.**

*Applications will be considered by the Research Grants Committee as soon as possible after each closing date. If your application is successful, the Finance Tutor will write to you with details of how to make a claim (**enclosing receipts of expenditure**) to the Finance Office. For all students other than clinical medics, the Finance Office will hold back £50 until the Research and Training Grants Report Form of completed activities is submitted to the **Postgraduate Tutor** ([mjk32@cam.ac.uk](mailto:mjk32@cam.ac.uk)). Please also ensure that you have no outstanding balance on your account with the College as no payments can be made until your account is clear. Please also note that funding is limited to the annual budgetary allocation for the year, and awards are intended to benefit those who cannot otherwise obtain funding.*