

Postgraduate Research Support Awards Student Guidance 2017-18, School of Law

Postgraduate Research (PGR) students in the School of Law are able to apply for support awards from the School at different stages of the academic year for purposes that will be of **direct benefit to their research**.

There are six application deadlines throughout the academic year. Applications will be considered soon after the deadline for applications. The applications deadlines for the 2017-18 academic year are as follows:

27 September 2017*
29 November 2017
31 January 2018
7 March 2017
25 April 2017
7 June 2017

Completed applications should be emailed to lawpgr@manchester.ac.uk by the deadline indicated above. Please note that late applications will be considered after the next application deadline.

PhD students can be awarded up to a total of £2,000 within their main period of PhD registration (so, this is by the end of year 3 for full-time PhD students; the end of year 6 for part-time PhD students). MPhil students can be awarded up to a total of £660 within their main period of MPhil registration (the end of year 1 for full-time MPhil students; and the end of year 2 for part-time MPhil students). Please note you must also be fully registered and have no debts to the University in order to receive a PGR Support Award. There is no limit per year on how much within the £2,000 will be awarded to the student. The table below indicates the maximum that can be awarded per application for specific activities.

Nature of Support Award Request	Maximum Amount
Conference Presentation	£750 per conference
Conference Attendance (without giving a presentation)	£375 per conference
Fieldwork costs	£1, 000 during a student's programme of research
Workshop/Summer School Attendance	£750 per event

An award may be made that is lower than the amount requested in an application.

All applications will be considered by a sub-Committee on behalf of the School's Postgraduate Research Committee. All students must be fully registered for the current academic year and normally be studying in the main period of their programme.

Applications made during a student's submission pending period will only be considered in the most exceptional circumstances. The student's application should include a statement from the student and supervisor as to why the case should be considered as exceptional. The application will be considered by a sub-Committee on behalf of the School's Postgraduate Research Committee.

Students on an approved period on interruption will not be permitted to receive a PGR support award.

Support will be awarded primarily for presentation of papers to conferences, or for essential fieldwork costs. Support may be awarded for other purposes, but in such cases a very strong written case will need to be made in the application.

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Awards may be made for items and equipment that are deemed essential to aid a student's research. However, any such purchased items and equipment will remain the property of the School, and must be returned to the School upon completion of the research degree (in compliance with University financial procedure and regulations). Failure to do so is regarded by the University as theft.

Awards will not be made for the purpose of purchasing of books.

All PGR students soon after first registering with us will be asked if they wish to receive a box of 100 University-headed business cards, bearing their name, University e-mail address and the title 'Doctoral Candidate'. Should you require any more business cards beyond the 100 you receive for free, then the money to order these will be taken from your £2,000 limit. The cost of a box of 100 business cards is currently £9.60.

Application forms are available from the online programme handbook or the PGR Office. Applications should be completed as thoroughly as possible, and it is the responsibility of the student to provide as much information as possible (and as is relevant to the application). Administrative staff will not "chase up" any missing information. Wherever possible, you should provide evidence of the expenditure you claim for (in the form of webpages displaying conference fees, for example) to supplement your application. It is your responsibility to ensure that a full application, including a statement of support from your supervisor, has been received for consideration.

Students in receipt of funding from the ESRC or AHRC, or any other external funding body, should check whether they can claim for conference travel and other expenses from the funding body and if they can, they should not apply for these School awards. Contact the PGR Office (contact details below) if you are unsure as to whether or not your funding includes this kind of additional support.

You will be contacted within two weeks after the application deadline with news of the outcome of your application. You will be contacted first by e-mail. Successful applicants will also receive a letter to officially confirm the award.

To make use of your award, you must e-mail the School of Law **Staff Resources (SR) Office** at law.purchasing@manchester.ac.uk to initiate discussion with regard to any bookings that need to be made for travel, registration (for conferences), and accommodation in advance of the event for you. The conference venues and travel companies can be paid directly by the School this way. Only under circumstances where this is not possible should you pay for anything yourself, to then claim the money back later. Please note that your application for a PGR Support Award must be accepted for you to be able to claim back any money.

If you do however need to claim any money back after the event, then there will be a different process that is explained to you when your award is confirmed. **Please be aware that when claiming any money back, you must provide original receipts of all your expenditure.** *N.B. In cases where awards are requested retrospectively for research/conference trips, it is expected that students will have made every effort to find the most reasonably-priced travel and accommodation.*

Wherever possible, you should apply for support in advance of incurring the costs yourself. Reimbursements are made not through the School but through central University offices and it can often take months until the money comes through.

All applications (and enquiries concerning the application process) should be e-mailed to the School's Postgraduate Research Office at lawpgr@manchester.ac.uk.