

SCHOOL OF LAW
POSTGRADUATE RESEARCH SUPPORT AWARDS
2014-2015

Postgraduate Research (PGR) students of 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 a certain number of application deadlines throughout the academic year at which applications for these research support awards will be considered.
For 2014-2015, these are:

*30th September 2014**

3rd December 2014

24th February 2015

25th April 2015

10th June 2015

You can make your application, by e-mail, at any time before each deadline.

**N.B. The application deadline in September is intended for students registered since at least January 2014, as these students have had to wait since June 2014 to make an application.*

- Students can be awarded up to a total of £2,000 within their main period of PhD/MPhil 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; the end of year 1 for full-time MPhil students; and the end of year 2 for part-time MPhil students). There is no limit per year on how much within the £2,000 will be awarded to the student.
- In support of conference presentations, up to £750 will be awarded per application. In support of attendance at a conference without giving a presentation, £375 will be awarded per application.
- In support of fieldwork costs, up to £1,000 will be awarded once during a student's programme of research.
- 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.
- 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.
- 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 are given 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 Blackboard pages (accessed via the student portal) relating to your programme of study. 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 Stephen Wadsworth (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.

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. **Be aware though that in 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.* **By way of a warning, please wherever possible 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.