

**Research Academic Support Office**

PGR (PhD) Conference Support Application – Guidance Notes

### 1. Background

PGR (PhD) researchers in the School of Education may apply for School conference support funding for presenting a paper or poster, of which they are the author or co-author.

The current maximum award is £800 per academic year (for a maximum of two conferences per year as long as both conferences do not exceed £800). PGRs are permitted to submit applications for funding starting with the second year of studies. Applications should be made on the PhD Conference Support Application Form, available from the School of Education website under Information for current PGRs and staff: [Support for postgraduate taught and research students](http://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/conferencesupport/#/phdconferencesupport). A copy of the paper’s abstract and, where possible, confirmation of your paper’s acceptance, should be attached to the application form.

**Retrospective applications will not be considered.** *Please note that funding is not guaranteed and will be available only where funds permit.*

#### 2. Forms

The following forms are available from the Research Academic Support Office on request ([education-rtg-office@glasgow.ac.uk](mailto:education-rtg-office@glasgow.ac.uk)), as well as from [the School of Education website](https://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/conferencesupport/#phdconferencesupport)

which includes the following documents:

PhD Application Form for Conference Support

PhD Conference Support Application Guidance Notes

**3. Procedure for applying for Conference Support**

1. Complete the form “PGR Conference Support Attendance Application for Funds” indicating the proportion of costs to be sought from the PGR budget (the applicant should note the limits on the reimbursement set out on the application form). Please note funds will not be available for “attendance only” at a conference. You must present a poster or paper. Please note, we cannot reimburse for alcohol. Sign the form and send it to your supervisor.
2. If you need to include expenses related to meals, transport, and accommodation, and you are unsure about the exact amounts that you can claim, please consult the [Travel Expenses Policy](https://www.gla.ac.uk/myglasgow/payandpensions/expenses/expensesprocedures/#section19) on the maximum amounts that the PGR Office will be able to reimburse. Please note that the current subsistence (i.e., meals) maximum is £60 per day for overnight stays, £20 for non-overnight. If meals are covered in the registration fees, additional subsistence claims cannot be submitted unless special circumstances need to be taken into account. To make travel arrangements, you can book your own travel through the Travel Hub. To do so, you will need to get access and create your own profile at <https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/bookmyowntravel/>
3. Once countersigned by your supervisor, you should submit your application to the Research Academic Support Office for recording. This office will refer the application to the PGR Director for consideration. You must ensure that a copy of your abstract is attached and, where possible, a letter confirming acceptance of the paper or poster. **Applications submitted that do not have a copy of the abstract attached will not be considered.**
4. The PGR Director will review the application. If the funding is agreed, applicants will be notified by the Research Academic Support Office.

Applicants can normally expect a decision regarding their conference support application within two to three weeks.

**4. Criteria**

Conference Attendance Support

Currently each conference application is processed through your supervisor and commented on in terms of its relationship to the School’s research strategy. The application is then looked at by the PGR Director.

The following criteria will be applied:

1. The PGR (PhD) researcher is presenting work that has arisen from their studies.
2. The conference is of appropriate academic standing and offers significant opportunities forming partnerships and/or raising the School’s profile.
3. The application outlines plans for the development of a paper for publication in an appropriate outlet potentially arising from the conference presentation.
4. The PGR applicant has an up-to-date T4 web page profile.
5. The PGR applicant has agreed to write a report/blog on their return from the conference.

#### 5. Claiming Funds

The following points are offered as guidance:

1. *Funds allocated for conference attendance cannot be held over from one financial year to the next. The University’s financial year starts on 1 August and ends on 31 July.* You should familiarise yourself with the University policy regarding claims for expenditure. Claims must be submitted in the Financial Year the award was made. **Expense claims must be made within two months of the expense being incurred.** Claims which are submitted after the end of the Financial Year cannot be processed.
2. If you require conference registration or travel costs to be paid up-front you should contact the Research Academic Support Office for assistance.
3. After attending the Conference, you should claim reimbursement by forwarding a completed relevant University Student Expenses Claim Form ([available from the Finance and Purchasing Office website](https://www.gla.ac.uk/myglasgow/financeaccountspayable/#d.en.771426) under ‘Information for Students’) together with receipts and where appropriate a certificate of attendance to the RTG Academic Support Office. **Claims for reimbursement of expenditure will only be processed once a copy of the paper or poster is lodged with the** **Research Academic Support Office**. Where you were unable to supply initial confirmation of your paper’s acceptance, you will be required to supply it at this point. The report/blog should also be submitted at this time.
4. Claims for expenditure should not exceedthe amount of funding originally approved and must be submitted to the Research Academic Support Office within two months of the conference taking place. Any funds unclaimed after this period will be used to benefit other PGRs.
5. The Research Academic Support Office can support you with this process.
6. Conference attendance claims, or requests for pre-payment of registration fees must be timely and should not exceed the amount originally approved.

Any queries regarding PGR conference support should be referred to:

**School of Education, Research Academic Support Office, Room 425b, St Andrew’s Building** ([education-rtg-office@glasgow.ac.uk](mailto:education-rtg-office@glasgow.ac.uk)).