

**Research & Teaching Group Office****PGR (PhD) Fieldwork Support – Guidance Notes**

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**1. Background**

PGR (PhD) researchers in the School of Education may now use the existing School conference support funding to support fieldwork expenses. The current maximum award is £800 per academic year in total which can be split between conference participation and fieldwork according to the PGR's priorities. PGRs are permitted to submit applications for funding starting with the second year of studies, for a maximum of 2 years.

**Please submit your application as early as possible in advance of fieldwork activities.** Applications submitted retrospectively may not be considered.

**Important:** This process is separate from Research Training Support Grant (RTSG) funding. PGRs with RTSGs which cover fieldwork should apply for fieldwork support using the guidance and contact information here:

<https://www.gla.ac.uk/colleges/socialsciences/studentfundingopportunities/postgraduateresearch/researchtraining/supportgrantrtsg/#esrcfundedstudents,non-esrcfundedstudents,rtsgcontact%2Fs>

PGRs with RTSGs are eligible to apply for conference support only. For details on the conference support application process, please consult the guidance:

<https://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/conferencesupport/#phdconferencesupport>

Please note that funding for conference support and fieldwork is not guaranteed and will be available only where funds permit.

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**2. Criteria**

Applications for PGR fieldwork support must meet the following criteria:

- The PGR applicant has an up-to-date T4 web page profile (<https://www.gla.ac.uk/myglasgow/staff/webpublishing/registrationandtraining/pgprofile/>)
- The PGR does not have access to an RTSG which covers support for fieldwork.

Fieldwork support can only be claimed for the following items:

- Fieldwork travel, accommodation and subsistence
- Survey costs e.g. printing, stationery, telephone calls
- Vaccination costs
- Books and other reading material not available through libraries
- UK, EU and overseas summer schools or professional training to enable the development of the PGR and their research.

Fieldwork support is not to be used for the following:

- Laptops (or other computing equipment)
- Visa/Immigration expenses to enter the UK to commence study or extend stay
- Subscription costs to academic societies, or professional bodies
- Proofreading

- Gifts for local informants, interpreters, guides, assistants
- Purchase of small items of equipment, e.g., cameras, audio recorders, etc.
- Journal subscriptions
- Job interview expenses
- Business cards

If a funding recipient is unsure as to whether they may claim for a particular item, they should contact [education-rtg-office@glasgow.ac.uk](mailto:education-rtg-office@glasgow.ac.uk).

### **3. Procedure for Applying for Fieldwork Support**

- i. Applicants should ensure they read the guidance notes in full before beginning the application.
- ii. Applicants should ensure they have considered the most appropriate use of available funding (between conference participation and fieldwork) and discuss this with their supervisor.
- iii. The supervisor should provide an email or written statement expressing their support for the student's application, to be uploaded as part of the application. This can be in PDF, image, or .doc format.
  - i. Please complete the School of Education PGR Conference & Fieldwork Support form, available here: <https://forms.office.com/e/mBYRCB2XSU>
- iv. The RTG Office will receive notification of your application and will pass this on to the PGR Director for consideration.
- v. Your application will be reviewed by the PGR Director, and you will be notified of the outcome by the RTG Office. Applicants can normally expect a decision regarding their application within two to three weeks.

### **4. Funding**

If you receive approval for funding, the RTG Office can support you with booking travel/accommodation and submitting expenses. PGRs are encouraged to arrange payment through the university wherever possible to avoid using their own funds.

#### **Travel and accommodation**

You will be able to book your own travel and accommodation through the University Travel Hub. You can follow the steps here to set up a profile and request access via Helpdesk: <https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/bookmyowntravel/>

**No travel or accommodation should be booked via the Travel Hub prior to receiving conference funding approval. In accordance with [University travel booking policy](#) (section 3), your booking total must not exceed the amount approved on your conference support application.**

#### **Subsistence**

Please consult the [Travel Expenses Policy](#) for guidance on the maximum amounts that you can claim for subsistence. Please note that the current subsistence (i.e., meals) maximum is £60 per day for overnight stays, £20 for non-overnight. Please note, we cannot reimburse for alcohol.

## **Claiming expenses**

The RTG Office will provide full details of the process for claiming expenses when you receive the outcome of your fieldwork support application.

Please note the following guidance:

- Expense claims must be submitted within **three months** of the expense being incurred. Any funding unclaimed will be returned to the PGR Budget for the benefit of other students.
- **Funds 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.** Claims must be submitted in the financial year the award was made and will not be processed if submitted after the end of the financial year.
- Please refer to the Student Expenses Policy before submitting an expense claim. Both the policy and the claim form are available here under 'Information for Students':  
<https://www.gla.ac.uk/myglasgow/financeaccountspayable/#d.en.771426>
- Students with a UK bank account can now claim expenses via the [online student system](#).
- Students with a non-UK bank account should download the [student expense claim form](#) and forward the completed form and clear copies of all receipts to the RTG Office ([education-rtg-office@glasgow.ac.uk](mailto:education-rtg-office@glasgow.ac.uk)).
- Claims for expenditure should not exceed the amount of funding originally approved.

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Any queries regarding the PGR conference and fieldwork support application process should be referred to:

**School of Education RTG (Research and Teaching Group) Office:** ([education-rtg-office@glasgow.ac.uk](mailto:education-rtg-office@glasgow.ac.uk)).