

* Awards are available for travel, accommodation, course costs only. The award cannot be used for food and drinks.
* Postgraduate Research Students may receive only one award for Skills Training Funding from the Training & Awards Committee during the course of their degree programme.
* Skills training activities should be lead by postgraduate research students or early career researchers and should fit with development of skills and attributes outlined in the [Researcher Development Framework.](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)
* Applications must be approved and signed by the relevant Postgraduate Convenor, or Deputy, prior to submission by email to: mvls-gradschool@glasgow.ac.uk with Skills Training Application in the email subject line.
* The Training & Awards Committee will not consider any application which is incomplete and will reject it.
* Retrospective applications will not be considered.
* Reimbursement claims must be made within one month after the event. Claims will not be considered before the event.

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Year**  | Choose  | **Degree** | Choose | **FT/PT** | Choose |
| Name in Full |  |
| Student ID |  |
| **Email Address** |  |
| **Home Address** |  |
| **Supervisor** |  |
| **School** | Choose  |
| **Location of Training** |  |
| **Dates of Training** | FROM: Choose a date. TO: Choose a date. |

**COSTS:**

Proof of expected costs/quotes are required.

|  |  |
| --- | --- |
| **Cost of course, if appropriate**  |  |
| **Does cost of the course include accommodation?** |  |
| **Cost of travel:(provide a quote from Selective Travel or travel company for the least expensive acceptable form of travel).** |  |
| **Cost of accommodation:****(provide a quote)** |  |
| **Additional expenses** (please specify in detail): |  |
| **Total amount of funding requested:** |  |

**Breakdown and brief description of funding requested:**

**Description of the Activity / Event:**

**If this is an event you are organising which is taking place on campus, will it be open to all Postgraduate Research Students/Research Staff from MVLS? YES / NO** *(please give details if applicable)*

**Date(s):**

**Location:**

**Organising School (if applicable):**

**Details of the Skills Development (Max 500 words):**

*Awards are made specifically for development of transferable/generic skills. Indicate how the proposed activity/activities will develop skills* ***in one or more*** *of the domains outlined in the* [*Researcher Development Framework (RDF)*](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)

**Domain A: Knowledge and intellectual abilities**

**Domain B: Personal effectiveness**

**Domain C: Research governance and organisation**

**Domain D: Engagement, influence and impact**

**How do you intend to implement the skills you will gain (max 100 words):**

**Signature of Applicant: Date:**

 **PRINT NAME:**

**Signature of Postgraduate Convenor: Date:**

 **PRINT NAME:**

**NEXT STEPS….**

* It is a condition of the award that a short report (no more than 250 words) must be submitted to the MVLS Graduate School within one month of the activity.
* The use of AirBnB accommodation bookings is prohibited on all bookings. It is the responsibility of students to ensure they comply with this policy

**Now…read and sign the eligibility criteria and guidelines below**

**Eligibility and Guidelines for Skills Training Award**

1. Applicants MUST be a registered PGR student. All applicants must be based within the College of MVLS.
2. Students will only be awarded one award during their period of study.
3. All trips must be made within 6 months of the date of the award.
4. The Award awarded MUST be used for the same activity for which it was intended. If awardees are unable to travel to the intended activity for which they received the award due to travel/visa restrictions, the award cannot be automatically switched to another. If a student finds that they are unable to travel to the original activity for which they applied, and wish to attend another, they MUST make a separate application which will be considered by the Training and Awards Committee.
5. You are advised that all travel on behalf of the University is normally on economy class basis only.
6. Travel & accommodation can be booked through the University Travel Hub. Travel can also be booked

 through other companies, if paying for it with your own funds.

1. The cost of meeting an expense may be met by the department in question arranging to pay directly for the expense on behalf of the student, usually by Purchasing Card or project code. Contact your local school PGR Admin. You can also cover the costs with your own funds and be reimbursed via the online Student Expenses Form.
2. The University will reimburse the actual travel and associated costs incurred during a business journey. Students are expected to minimize costs without impairing the efficiency of the University and to avoid the University incurring any unnecessary expense. Reimbursement will be made providing the claim is supported by receipts (where receipts can be reasonably expected to be supplied).
3. Advice on health and safety issues can be obtained from the “Travelling overseas on University business” document which is available on the Insurance and Risk department of the Finance Office.
4. It is essential that travel insurance is arranged **before** departing the UK to insure you against injury and your belongings against damage and theft. You must inform the insurance section of the Finance Office of your intended trip and make them aware of pre-existing medical conditions prior to travelling as this information **must** be disclosed to the insurers. This can be done via the online form for travel insurance cover.

Please consult the insurance section of the Finance Office for clarification on the procedure for taking out University insurance.

1. The online form for activating the University’s travel cover can be accessed at <https://www.gla.ac.uk/myglasgow/insurance/> Please complete this form at least seven days prior to departure. **Please note that staff and postgraduate students who do not submit the online form from the Finance Office will not be covered by the University’s Travel Policy**

The policy will cover staff and postgraduate students whilst on a journey either outside the UK; or within UK (but only if it involves air travel or an overnight stay).

You must advise the insurance section of the Finance Office should the dates of your travel subsequently change from those originally provided.

If a student still wishes to travel to an area that the Foreign Office advises against visiting, then he/she must obtain authority to undertake the journey from the Dean/Secretary of Court. A risk assessment must be undertaken before any decision is made. If the trip is duly authorized, then the individual should contact the Insurance Section to determine if special travel insurance is required as such a journey may not be covered by the existing group travel policy.

###### Please sign and date before submitting your application

**I have read and understood the eligibility and guidelines for the Skills Training Award**

**Signature: Date:**

RETURN FORM TO: mvls-gradschool@glasgow.ac.uk by the appropriate closing date.

Applicants will be informed of the outcome within 2 weeks after each closing date.