

Research & Teaching Group 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. PGRs are permitted to submit applications for funding starting with the second year of studies, for a maximum of 2 years.

The current maximum award is £800 per academic year, for a maximum of two conferences per year or a maximum of one conference + fieldwork support.

Examples of conference support plans:

| Example 1 | Example 2 | Example 3 |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Year 2: 1 conference for £650 Year 3: 1 conference for £800 | Year 2: 1 conference for £450, 1 conference/fieldwork for £350 Year 3: 1 conference/fieldwork for £750 | Year 3: 1 conference for £400, 1 conference for £350 |

Please submit your application as early as possible BEFORE the conference. Applications submitted after the conference takes place may not be considered.

Update: PGRs now have the option to use the available funding to support fieldwork expenses if preferred. The maximum funding amount outlined above can be split between conference participation and fieldwork according to their priorities. Please consult the guidance for full details on applying for fieldwork support: <https://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/conferencesupport/#>

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

2. Criteria

Applications for PGR conference support must meet the following criteria:

- The PGR is presenting work that has arisen from their studies.
 - The PGR is presenting a paper or poster, of which they are the author or co-author (i.e. funds will not be available for attendance only).
 - The conference is of appropriate academic standing and offers significant opportunities for forming partnerships and/or raising the School's profile.
 - The PGR applicant has an up-to-date T4 web page profile
(<https://www.gla.ac.uk/myglasgow/staff/webpublishing/registrationandtraining/pgprofile/>)
 - The PGR applicant has agreed to write a report/blog on their return from the conference.
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3. Procedure for Applying for Conference 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 supervisors.
 - iii. Make sure you have the following documentation ready in PDF, image or .doc format:
 - A copy of your abstract
 - A copy of your acceptance to the conference (if applicable)
 - An email or written statement from your supervisor expressing their support for your application and commenting on how participation in the conference relates to the School's research strategy.
 - iv. Please complete the School of Education PGR Conference & Fieldwork Support form, available here: <https://forms.office.com/e/mBYRCB2XSU>
 - v. The RTG Office will receive notification of your application and will pass this on to the PGR Director for consideration.
 - vi. 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 conference support application within two to three weeks.
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5. Funding

If you receive approval for funding, the RTG Office can support you with booking travel/accommodation and arranging payment of your conference registration fee. PGRs are encouraged to arrange payment through the university wherever possible to avoid using their own funds. Any requests for pre-payment of registration fees must be made with plenty of notice.

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. **If meals are covered in the registration fees, additional subsistence claims cannot be submitted unless there are special circumstances.** 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 conference 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 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.** 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).
 - 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).