

## Cambridge AHRC DTP - Research Training Support Grant (RTSG)

### What is it?

The RTSG can be used to enable Cambridge AHRC DTP students to undertake overseas and UK study visits, attend conferences and to cover primary research costs (e.g. consumables or artist materials).

The aim of RTSG funding is to assist with the costs of primary research that is directly related to and an integral part of your study. Applications must demonstrate that this aim is met. If you wish to apply for funding for high cost training or placements not directly associated with your study but which will aid your development, please see the Student Development Fund guidance.

### Who is eligible?

All Cambridge AHRC DTP doctoral students are eligible to apply. Students in the CEELBAS and Celtic Languages Centres for Doctoral Training (CDTs) are eligible for RTSG funding, but must apply via their CDT. Doctoral students funded via an individual AHRC project grant should consult the grant's Principal Investigator.

### What is the application process?

Applications are considered by the RTSG/SDF committee, which meets three times a year (once a term).

Application deadlines are available here: <http://www.cambridgestudents.cam.ac.uk/fees-and-funding/support-award-holders/ahrc-funded-students#visits>

Applications should be made via the online portal:

<https://webservices.admin.cam.ac.uk/ncbk/abrt/fp.cgi>

Applications may be made for activities that will take place before the RTSG/SDF committee meets, as long as the application is made before the activity itself takes place. Please note that there is no guarantee of funding, so the applicant must accept the risk of having to pay for the activity with no reimbursement from the AHRC DTP.

Retrospective applications made after the activity has already taken place **will not** be considered for funding.

### What activities can be funded?

Your application will need to fall under one of the following categories

- UK study visit (*for primary research that is directly related to your study*)
- Overseas study visit (*for primary research that is directly related to your study*)
- UK conference (*if you have been invited to present a paper or equivalent*)
- Overseas conference (*if you have been invited to present a paper or equivalent*)
- Primary research costs (*eg consumables/extra materials necessary for your primary research*)

It is possible to apply for funds for additional high cost training which will take place during a study visit: applicants should complete a separate Student Development Fund (SDF) application if this is the case (see separate SDF guidance).

If you would like to undertake a study visit NOT concerned with primary research for your PhD thesis, but which will benefit your research or overall development as a researcher/broader career development, you should make an SDF application.

#### **How many times can I apply?**

- Applicants are normally expected to apply only once for RTSG funding across the duration of their studentship.
- New Cambridge AHRC DTP doctoral students are encouraged to discuss their planned study visits/likely training needs with the AHRC Doctoral Training Facilitator or an appointed deputy in their individual training needs session.

#### **Do I need to apply to other sources of funds?**

- Yes. The Cambridge AHRC DTP has limited RTSG funds available. As a result, we may only be able to part-fund your funding request. All applicants must investigate what other sources of funding are available to them (e.g. Faculty or College funds) and apply accordingly.
- More information is available here: <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge#field>

#### **What costs are eligible?**

##### UK/Overseas study visits

- Applicants must use the most economical form of transport available.
- For UK study visits, in exceptional circumstances you may need to travel by car and claim mileage (20p per mile). Please set out details in your application if this applies to you.
- You are expected to use the maintenance payment from your doctoral award for subsistence costs (e.g. accommodation, food). You may apply for certain **over and above** the living costs you would otherwise have at Cambridge, eg accommodation. Please note that if your study visit is for a period of 3 months or longer you will be expected to take steps to stop paying rent for your Cambridge accommodation, if this is practical and possible with regard to your tenancy agreement and personal circumstances. If it is not possible to do so, you should briefly explain why not in your application.
- The maximum AHRC DTP contributions for study visits are: £3000 (overseas); £1000 (UK). However, applicants are expected to apply to all other sources of funding available: please see below.

##### UK/Overseas conferences

- Applicants must use the most economical form of transport available.
- Applications for attendance for a series of conferences is permissible, but applicants must have been invited to deliver a paper at all conferences for which supporting funding is requested.

- Other forms of presentation equivalent to giving a paper (including those relating to practice-based research) may be put forward for funding, and will be considered on a case-by-case basis.
- The maximum AHRC DTP contribution for conference costs are: £1000 (overseas); £500 (UK). However, applicants are expected to apply to all other sources of funding available: please see below.

#### Primary research costs

- Applicants must check the availability of materials within their Faculty/Department and other sources (e.g. college) before making an application to these funds
- The maximum AHRC DTP contribution for primary research costs is £500. However, applicants are expected to apply to all other sources of funding available: please see below.

#### **What else do I need to do before I apply?**

- If your trip is for more than 14 days, please ensure you also apply for Leave to Work Away (LWA)/Authorised Absence from the University – no funding will be granted until your application for LWA is approved:  
<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>
- Please apply for LWA at an early stage: it can be a lengthy process before LWA is granted.
- Discuss your application with your supervisor: their permission is needed and will be requested when you complete your online application.

#### **What other information is needed in my application?**

- Evidence of applications to other sources of funds must be provided and submitted with your online application.

#### For UK/Overseas study visits

- You should explain why the trip is necessary for your research and give details about the people/resources you will consult.
- For overseas visits, you should explain why you cannot complete the work in the UK.
- If you are visiting archives or libraries, you should research these in advance and provide the catalogue and shelf mark where possible. If this is not available online, you must provide evidence that you have made contact with the librarian to obtain a list of their holdings.
- You must include quotes/e-quotes/screenshots of websites to show costs involved.

#### For UK/Overseas conferences

- You must include quotes/e-quotes/screenshots of websites to show costs involved. These must be submitted along with your online application.

#### **What are the payment arrangements if my application is successful?**

- Payments will be paid directly into your bank account.

### **If I am successful in an application for a study visit/conference, what are the next steps?**

- Ensure that your application for leave to work away has been granted.
- Ensure that you have discussed with your supervisor and completed any risk assessment required by your Faculty or Department.
- Ensure that you have insurance in place for your trip:  
<http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>
- If going on an overseas study visit, ensure that if applicable the appropriate entrance/research visa is obtained beforehand. If a visa is required, a copy must be forwarded to the Student Registry before any funds can be released. Failure to obtain an appropriate visa may lead to the withdrawal of any funds awarded.
- During any extended period of absence from Cambridge, you must keep in regular contact with your supervisor. In some cases, it may be possible to secure support from a local university or other institution. You should discuss this with your supervisor well in advance of your trip.
- Keep all relevant receipts relating to expenses incurred.

### **What do I need to do once I have spent my funds?**

- You should complete the appropriate expenses form on the student registry website:  
<http://www.cambridgestudents.cam.ac.uk/fees-and-funding/support-award-holders/ahrc-funded-students#visits>
- We require **original** receipts for the total amount awarded. If you are not able to provide all receipts, you will be required to return the unaccounted portion of your award to the Student Registry.
- We are unable to meet costs incurred in excess of the amount approved.
- If your funding is for a study visit/conference which is curtailed or cancelled, any overpayment must be returned to the Student Registry in full.
- If your funding is for primary research materials which are then not required, the funding must be returned to the Student Registry in full.

### **Additional Guidance**

- Studentships will not be extended to reflect time spent on fieldwork.
- We cannot guarantee that the costs of study visits necessary for your research will be met by the AHRC DTP.
- The minimum length for an overseas study visit you can apply for is 7 days, the maximum is 12 months.

The Student Registry does not accept responsibility for fluctuations or changes in currency exchange rates. Conversion should be done using the transaction date (e.g. the day you purchased tickets) with this converter: <http://www.oanda.com/currency/converter>