

Cambridge AHRC DTP – Student Development Fund (SDF)

What is it?

The SDF supports needs-based training for individual Cambridge AHRC DTP doctoral students, in the form of skills development opportunities beneficial to the student's doctoral research and/or personal and professional development as a researcher.

The SDF is primarily intended to extend the duration of AHRC DTP doctoral studentships to allow the training/development opportunities to take place: for instance, you may wish to undertake a placement for six months and the SDF can allow you to do so.

In this example, and if successful in your application, you would be able to undertake a placement whilst continuing to receive your normal maintenance payments. You would then receive a six month extension to your studentship, therefore receiving maintenance funding for 42 months instead of 36 (if full-time). Please note that studentship extensions do not include an extension to the thesis submission deadline.

The SDF may also be used to support high cost training on an individual basis.

Please note that due to AHRC regulations, only Cambridge AHRC DTP doctoral students who have been classified with a 'Home' fee status are eligible for funded extensions to their studentship. However, all Cambridge AHRC DTP doctoral students are eligible to apply to the SDF for high cost training. If unsure about your fee status, please contact the fees and funding team (graduate.funding@admin.cam.ac.uk).

Further information on placement opportunities is available here:

<http://www.ahrcdtp.csah.cam.ac.uk/training>

Who is eligible?

All Cambridge AHRC DTP doctoral students are eligible to apply for funding to support high cost training, but due to funding restrictions, only Home students are eligible to apply for internships/placements or any other form of studentship extension. Students in the CEELBAS and Celtic Languages Centres for Doctoral Training (CDTs) should contact their CDT directly. Doctoral students funded via individual AHRC project grants and AHRC DTP MPhil students are not eligible to apply.

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 place before the RTSG/SDF committee next 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 other activities can be funded?

It is also possible to apply for funds to support study visits/conferences/other primary research costs: applicants should complete a separate RTSG application if interested in applying.

How many times can I apply?

- Applicants are able to apply to the SDF more than once, but will usually only be able to undertake one placement/internship.
- New Cambridge AHRC DTP doctoral students are encouraged to discuss placement/internships and/or any likely need for additional high-cost training with the AHRC Doctoral Training Facilitator or an appointed deputy in their individual training needs session.

What activities are eligible?

The SDF can cover funded extensions to PhD study for:

- Unsalaries placements or internships with companies, museums or NGOs which are not concerned with primary research for your PhD thesis, but will have a significant, positive impact on that project, on your overall development as a researcher, and/or your broader career development.
- Additional time for students requiring specific skills of benefit to their research, and/or broader development.
- International placements involving an extended period overseas to develop specific language skills integral to the PhD project.
- Applications may on occasion be considered for study visits NOT concerned with primary research for your thesis, but which will benefit your research or overall development as a researcher/broader career development. However, the anticipated benefits must be clearly set out in the application, and a justification provided (authorised by your supervisor), setting out why these could not be obtained whilst remaining at Cambridge. The emphasis should be on specific skills development. Any applications for study visits concerned with primary research for your thesis must be made via the RTSG form.
- The maximum length of an extension is 12 months (FT) or 24 months (PT)

The SDF can also be used to help support high-cost training that does not require an extension to your studentship. If making an application for high-cost training, you must demonstrate how this will be of benefit to your research/development.

What costs are eligible?

- When applying for an extension for a placement, internship or developmental study visit, you may apply for a period of additional funding, rather than a monetary value.
- You may apply for fees payments when seeking SDF support for high-cost training.
- You may apply for travel expenses related to your SDF application. However, if you are successful with your SDF application, additional funding for travel expenses is not guaranteed. Therefore, you should also apply to departmental/faculty funds; college funds and other sources of funding where available.

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.
- Advertised Cambridge AHRC DTP placement opportunities are not salaried, and in such cases applicants should apply for leave to work away.

Salaried placements

- If you are applying for an internship/placement that IS salaried or not integral to your research, this cannot be SDF funded, and you must apply for an intermission:
<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission>
- Discuss your application with your supervisor: their permission is needed and will be requested when you complete 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 my application, what are the next steps?

- If applicable, ensure that your application for leave to work away/intermission has been granted.
- If applicable, ensure that you have discussed with your supervisor and completed any risk assessment required by your Faculty or Department.
- If applicable, ensure that you have insurance in place
<http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>
- If applicable, ensure that 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 **original** receipts relating to travel/training expenses incurred.

What do I need to do once I have incurred my approved travel/training expenses?

- 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 all travel/training expenses incurred. 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.
- Any overpayment must be returned to the Student Registry in full.