

Postgraduate Research Student Conference Fund

Postgraduate Research Students are invited to apply to the Postgraduate Research Student Conference Fund. The University has made available a sum of £5,000, on an annual basis, to provide funding to students, especially those who are not in receipt of conference funding from their sponsors. The lack of opportunity to attend such conferences, particularly of students who are self financed, was voiced at the Research Committee meeting in April 2012 by one of the students in attendance who suggested setting up such a fund. The University responded swiftly to this request.

For 2018, a total of £5,000 is made available across the University as a whole. Whilst this is a limited fund it is also significant that many other Universities expect students to find their own source of funding.

Eligibility – All Postgraduate Research Students are eligible to apply. Preference will be given to those with financial need especially those who are not in receipt of any sponsorship.

How to Apply

If you wish to apply, please submit a proposal, to include:

An Outline of your Research Project (at least 300 words). This should indicate a clearly defined, focused research project, on-going or commencing, for which conference assistance is sought. It should be worded to be accessible to the non-specialist, detailing the background and the theoretical underpinnings of the proposal, together with the aims and objectives and likely contribution to knowledge or practice, and impact. You should discuss your application with your supervisor(s) and Research Officer before submitting an application to ensure that you have their support.

In addition the application should contain:

- i. **Details of other sources of funding whether personal or sponsored**
- ii. **A detailed submission on a breakdown of costings (the early bird rate is encouraged as is the cheapest rail or other travel and Accommodation)**
- iii. **Details of the Conference to be attended.** A description of how your research will benefit from attending the Conference.
- iv. **Details of the paper/ presentation to be delivered (where relevant)**
- v. **Proposed Outcome(s)** (up to 500 words): a description of what, immediately or in the longer term, will be the benefit of the conference attendance.
- vi. **A supporting statement** from your Head of Department or Research Officer and supervisor(s).

An upper limit of £500 is available per student (in each year), however it is anticipated that much smaller amounts will be applied for to enable as many students across the University to benefit from the fund and the amount awarded is at the discretion of the Committee or its Chairperson on behalf of the Committee.

Successful applicants are required to write a short report outlining the benefits to them of the conference. This report should be submitted to the University Research Committee (URC) following the conference attendance.

Date of receipt of Applications: Applicants may apply all the year round. Applications to be considered at the next round of the URC should be submitted in good time. Please submit applications well in advance of the conference date to be attended. The University Research Committee meets four times a year in the second week of each term. In cases where the timing of a decision is critical to the conference attendance the Chair *may* exercise Chairperson's action and consider the application.

Applications should be sent to the University Research Committee

Secretary qualityassurance@buckingham.ac.uk cc: susan.edwards@buckingham.ac.uk

Successful and unsuccessful applicants will be informed shortly after the meeting of the URC or otherwise by the Chairperson of the Committee. Unsuccessful applicants will be eligible to apply the following year.

Professor Susan Edwards
Chairwoman – University Research Committee