****

**DTP2**

**CHASE Application Form for Student Support Funding – Guidance Notes**

CHASE-funded students can access financial support for their research costs, training and personal development, and travel to CHASE events.

The funding is available under the following three headings. Students who are not funded by CHASE can access support for travel to CHASE events only.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Research Training Support Grant (RTSG)** | **Engagement Provision** | **Cohort Development Fund (CDF)** |
| **What is it for?** | Expenses in direct support of a student’s research. | Expenses that support needs-based training and development activities for individual students, including placements. | Expenses that support innovative training and development activities for the wider cohort of CHASE-funded students. |
| **What type of activity does this cover?** | Research costs including: conference attendance in the UK or overseas; study visits in the UK or overseas; fieldwork; other primary research costs, e.g. artist’s materials. | Training and development activities including: research skills training (including specialist IT) where not offered within CHASE; advanced subject or language training where not offered within CHASE; travel to training and development events; professional development activities including presenting at conferences; travel to supervision/consultation meetings at other institutions where there are joint supervision arrangements. | Travel expenses including: travel to Encounters conference (note: this does not require prior approval); travel to CHASE meetings. |
| **How much funding is available overall?** | RTSG is calculated at a rate of £500 per student per year. EP is calculated at a rate of £1000 per student. These rates should not be seen as individual allocations – the AHRC makes clear that funds are to be allocated on the basis of student need – but offer an indication that support funds are finite, and CHASE is bound to manage them responsibly for the benefit of all students. | | |
| **What is the maximum cost per activity?** | Applications will not normally be for sums in excess of £1,000. Applications in excess of £1,000 will be referred to the CHASE DTP Manager for approval. | | |
| **Can CHASE pay costs directly?** | Approved applications for large costs (e.g. training courses) of £250 and above may be paid directly by your institution. Smaller costs (e.g. domestic travel expenses) will be reimbursed on submission of an institutional expenses claim form. | | |
| **Can I travel First Class?** | Only standard class travel will be approved. | | |
| **How do I make the most of the funding?** | You are encouraged to consider your needs for support funding across your studentship at regular intervals (in the autumn each year, for instance) and to discuss them with your supervisor and local administrator, to ensure that CHASE can fully support your plans. The following two case studies offer possible scenarios for using CHASE student funding. They are intended to be illustrative rather than prescriptive, as each individual’s needs will be different:   * **Case study 1:** A project requires field research in central Asia. The research plan includes this field trip in the summer of the first year. CHASE provides £2,000 funding for the field trip as it is core to the research project, but due to its high cost, explains that there will be no further access to further funds for conference attendance. * **Case study 2:** A project requires language training in Danish in the first year. Costs for this training are met by CHASE as essential for the individual student’s skills development. The cost of the training course is £500. The student plans from year one to attend a UK conference in their third year, and their expenses for attendance are met by CHASE. | | |
| **Anything else I should know?** |  | All applications for training and development activities must be in response to an identified development need. CHASE uses the VITAE RDF planner tool to record development objectives and needs, so please consider this carefully and explicitly reference the planner in your application(s). | This application form is not required for expenses relating to cohort training events or Encounters conferences. |
| **How do I apply?** | Please complete all appropriate sections of the form and submit to your local administrator (see below). Please ensure that Sections 4 and 5 are complete before submission. If your expenditure is approved, please submit an Expenses Claim Form with receipts to your institutional CHASE administrator. Expenses claims must be accompanied by a short reflective report on the activity undertaken using the Support Funding Report form. Please note that CHASE administrators will allocate funding applications to the most appropriate fund heading. Expenses claims more than 5% more than the sum applied for may be subject to re-approval. | | |
| **Who do I submit the form to?** | Please submit this form to your local administrator, or contact them with any queries:  **Courtauld Institute of Art**: Records and Assessment Officer, [sas@courtauld.ac.uk](mailto:sas@courtauld.ac.uk)  **Goldsmiths, University of London**: Mr Chris Robson, Head of Graduate School Office, [c.robson@gold.ac.uk](mailto:c.robson@gold.ac.uk)  **Open University**: Ms Tracey De Beer, Senior Manager (Research and Scholarship), Faculty of Arts & Social Sciences, [fass-research-degrees@open.ac.uk](mailto:fass-research-degrees@open.ac.uk)  **University of East Anglia:** Ms Mavis Foster-Nyarko, DTP Administrator, [chase.dtp@uea.ac.uk](mailto:chase.dtp@uea.ac.uk)  **University of Essex:** Postgraduate Research Education Officer, [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk)  **University of Kent:** Mr Stephen McLaughlin, Scholarships Office, [S.McLaughlin-863@kent.ac.uk](mailto:S.McLaughlin-863@kent.ac.uk) copied to [emsrcuk@kent.ac.uk](mailto:emsrcuk@kent.ac.uk)  **University of Sussex**: Ms Amanda Britt, Doctoral School Officer, [A.D.Britt@sussex.ac.uk](mailto:A.D.Britt@sussex.ac.uk)  **Birkbeck, University of London**: Graduate Research School, [graduateresearchschool@bbk.ac.uk](mailto:graduateresearchschool@bbk.ac.uk)  **SOAS, University of London**: Doctoral School, [doctoralschool@soas.ac.uk](mailto:doctoralschool@soas.ac.uk) | | |

|  |  |  |
| --- | --- | --- |
| **CHASE Application Form for Student Support Funding** | | |
| **Section 1: Applicant Details** | | |
| *Name:* |  | |
| *Student ID:* |  | |
| *Home Institution:* |  | |
| *Applicant funded by CHASE?* | 🞏Yes 🞏No | |
| *Nature of Application, delete as appropriate:* | Research Cost/ Training & Development / Travel Expenses | |
| *Date of Application:* |  | |
| **Section 2: Cost or Activity Details** | | |
| *Description of cost or activity (please provide URL if possible):* |  | |
| *Date, if appropriate:* |  | |
| ***For training & development activities only:*** *With reference to the Vitae Researcher Development Framework, how does this support your professional development?* |  | |
| **Section 3: Detailed breakdown of expected costs** | | |
| *Item/ Description* | | *Cost (£)* |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| *Total estimated cost:* | |  |

|  |  |
| --- | --- |
| **Section 4: Supervisor Support** | |
| ***For applications over £1,000 only:*** *please provide a short supporting statement confirming that the costs are necessary and proportionate:* |  |
| *Name:* |  |
| *Date:* |  |

|  |  |
| --- | --- |
| **Section 5: Institutional Approval** | |
| *Name:* |  |
| *Date:* |  |