Goldsmiths
UNIVERSITY OF LONDON

Graduate School Grant Application Guidelines

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The Graduate School Grant (GSG) is intended for research expenditure that is important for the successful completion of the MPhil/PhD of the student applying, or for costs associated with disseminating their MPhil/PhD findings.

Essential research expenses and conference attendance costs are the typical items of expenditure supported via this fund.

Before beginning your application, please read this guidance document in full, as it should outline all the key information you need to apply.

The application deadlines for the 2023/24 academic year are:

- 24th November 2023
- 3rd March 2024
- 31st May 2024

Eligibility Criteria

Applications will be considered from registered MPhil/PhD students who have not yet submitted their thesis, are not interrupted, and are not on Special Academic Review.

Applicants who have surpassed 24 months full-time registration and 48 months part-time registration **must** have upgraded for their applications to be considered.

MPhil/PhD students (not in their first year of study) who have not provided an Annual Progress Report in the previous 12 months are not eligible to apply.

The maximum award is £600. Bids for larger amounts can be made but they can only receive partial support from this fund, unless they are from groups of applicants. For such bids, clear evidence must be presented that the student has bid to other funding sources as well, before bidding to the Graduate School Grant.

Bids to the Graduate School Grant from students who have already received awards totalling £1200 or more from the fund during their studies at Goldsmiths will not normally be considered.

Students should submit only one bid per funding round (see section below for dates of funding rounds).

 Priority will be given to self-funded student applications in the first instance. Students in receipt of Research Council studentships, or other sources of funding, are still welcome to apply but should note other development grants may be available to them via their funding body.

Applications should *generally* not be retrospective, and it is good practice to plan ahead in making applications for funding for conference and event attendance.

If a retrospective bid is made, the applicant must explain clearly why they were able to bid only after the event had happened or after the expenditure had been incurred.

What can you apply for?

Pathway 1: Research support and dissemination

The Graduate School Grant is here to support you through your researcher development. We welcome applications to cover essential costs of undertaking and disseminating your research.

For all the below, any award is conditional on the proviso that any items or costs included in your application cannot already be provided by the college. Further checks in relation to this may be required at the point of application outcome.

We welcome applications that cover the following:

- Conference attendance
- Specialist training courses
- Digital access to archives or paywalled materials
- Costs associated with data collection or fieldwork
- Costs associated with attending digital conferences or webinars
- Costs associated with putting together a conference

Unfortunately, we cannot accept applications for the following:

- Contributions to lost income
- Contributions to rent or living costs
- Laptops or computers or devices for use from home
- Book purchases

If you are facing financial hardship and are struggling to continue your studies due to unexpected financial barriers, we would encourage you to apply to the Student Hardship Fund. You may also wish to apply to the Laptop Donation Fund, which can provide support with providing a laptop.

Pathway 2: Community-building Initiatives

We would also like to welcome applications for projects intended to enhance the PGR student experience. In particular, we would encourage applicants (or groups of applicants) seeking to bring together students from underrepresented groups to consider making an application to the GSG.

Any projects that aim to enhance the PGR student experience (beyond an individual research project or event) will **not** count against a student's individual maximum.

We welcome applications that cover the costs of organising the following:

- Setting up cross-department PGR student networks
- All <mark>PGR-led</mark> student conferences
- Cross-department PGR reading or writing groups
- Projects that focus on Equality, Diversity and Inclusion
- Cross-department projects that champion the PGR student voice

These pathways are indicative of the types of applications we are able to fund. If you wish to apply for something not covered by the above pathways, we will do our best to be accommodating – please email graduateschool@gold.ac.uk to discuss before applying.

How to apply

All applications should be made via the following online form: Graduate School Grant Application

You will need to complete the form and upload a word document containing a budget breakdown and application statement. You will also need to contact your supervisor and request a statement of support, which can be pasted into the online form.

Please note - your answers cannot be saved and submitted at a later date.

Please prepare the following in advance to make the process easier to complete:

- One word document containing your budget breakdown and application statement
- Your supervisor's statement of support to be pasted into the form

This application form should take you 20-30 minutes to complete. If you experience any technical issues while completing the form, please contact graduateschool@gold.ac.uk

Guidance for successful claims

Most successful claims will be paid - via the Payment Requisition Form - as a bursary to support your research activity; this is not taxable as it is not in return for services provided to Goldsmiths. We expect that all students in receipt of such funding will provide a report on their use of the Graduate School Grant, including receipts, once the activity is complete.

If you wish to apply for an activity which requires payment to a third party, the payment will require right to work documents, and will be taxed at source.

Bursary claims must be made in a timely manner to ensure they are processed within the allocated financial period. We expect that all successful claims should be claimed within 3 months of applying – beyond this, we may be unable to honour the funding. You should bear these dates in mind when deciding which round to apply to.

Award round	Latest claim date
November 2023	31st January 2023
March 2024	31st May 2024
May 2024	31st July 2024

If you will be unable to meet these dates, you should email graduateschool@gold.ac.uk as soon as possible. Any extension to time allowed to claim funding is made at our discretion.

Document history

Version	Date	Details	Author	Approved
2.0	09/02/2021		Lauren Sperring	Approved

Version	Date	Details	Author	Approved
2.1	06/10/2021	Updated application criteria	Lauren Sperring	Approved
2.2	31/10/2022	Updated application dates	Carolina Hall-Rodriguez	Aprroved