The Graduate School Fund 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 2020/21 academic year are:
• 20th November 2020
• 19th March 2021
• 14th May 2021

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. 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 Fund.

Bids to the Graduate School Fund 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.
Research Council funded students, or others who have funds at their disposal already for the above purposes, will be given a lower priority than self-funded students.

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.

In line with the current travel restrictions and social distancing guidelines in place due to Covid-19, the Graduate School will be unable to accept applications that involve travel, or in-person conference attendance. We will next review this in the summer term.

**What can you apply for?**

**Pathway 1: Research progress affected by CV19**

We know that the various circumstances and restrictions during the pandemic have been a disruptive force. We want to support you during this difficult period and if your research is being impacted by the restrictions of CV19, we want to help.

For all the below, any award is conditional on the proviso that any items or costs included in your application cannot 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:
• Research costs incurred due to the current CV19 crisis, such as cancelled research trips for which you could not get a refund
• Purchase of books, e-books, and other primary or secondary materials
• Digital access to archives or paywalled materials
• Small items of equipment or software that would enable you to work remotely (with existing laptops or computers)
• Costs associated with online data collection
• Costs associated with attending digital conferences or webinars

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

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 Covid-19 Student Hardship Fund, which can provide support with equipment needs and short-term housing costs.

Pathway 2: Online community-building projects

Do you have an idea for a project that would help bring the digital PGR community together? Would you like to put together an online conference that is likely to attract strong participation by PGR students at Goldsmiths and elsewhere?

We would be interested in receiving applications for digital projects that can take place during this unprecedented period of lockdown and beyond.
We welcome applications that cover the costs of organising the following, particularly where they are primarily aimed at doctoral researchers:

- Online conferences or symposia
- Online reading groups or writing groups
- Digital journals
- Online exhibitions
- Other digital projects that we have not covered

This would be an opportunity to think of creative ways to develop your research and your profile as a doctoral student digitally.

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 Fund 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 - while it is possible to navigate between the pages of this form, your answers cannot be saved and submitted at a later date.

We recommend you scroll through and read the form before beginning your application.

Then, 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 Fund, 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.
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

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