

UCL Doctoral School Researcher Networks / Academic Societies Fund Regulations

IMPORTANT: Please read these guidelines carefully before applying.

Purpose of funding

The Doctoral School is committed to ensuring that the quality of research training at UCL is at the highest international level, for both Doctoral Students and Postdoctoral Research Staff. We encourage researchers to look beyond the boundaries of their chosen discipline, sharing and broadening knowledge across disciplines through research-focused networks and societies organised by and for the researcher communities themselves.

The principal aims of the Doctoral School Researcher Networks/Academic Societies Fund are:

- a. To support and encourage the organisation of researcher networks and academic societies and support their research related activities (i.e. events, field trips, seminar presentations, costs for invited speakers etc.)
- b. To foster the opportunity for inter-departmental and inter-faculty researcher activities.

For a list of networks and societies supported by the Doctoral School and further information on their activities, please see: www.ucl.ac.uk/docschool/societies

Eligibility

Those eligible to apply to this fund are: Research Students registered for MPhil/PhD, EngD or other research degrees at UCL, and Postdoctoral Researchers (especially those earlier in their career) wishing to create networks and academic societies that aim to organise and promote research related activities.

General Regulations

- a. No more than one award will be made to a Network/Society in each academic year.
- b. Applications should normally be received in the Doctoral School at least one month before the start date of activities.
- c. Cross-department and cross-faculty applications are encouraged.
- d. The Doctoral School welcomes applications for the UCL aspect of joint ventures with other institutions provided, that there is a reciprocal contribution from the other institution(s) and that the role of the UCL Doctoral School is fully acknowledged.
- e. Requests will be considerably strengthened by evidence of matching funding from and applications to other funding sources.
- f. Please note that funding is not guaranteed. Each application is considered on its merits; however, the fund is limited and there may be occasions when it is not possible to make an award.
- g. **The following request will not normally be funded:**
Retrospective applications (for expenditure already incurred).

Awards Available

Applications for funding for Academic Societies are considered on an ad hoc basis (funds permitting).

- There are no deadlines for applications. However, to receive an outcome before the start of activities, please submit your application well in advance (i.e. at least one month beforehand).
- An award of maximum £2000 will be made to a Network/Society.
- Please submit the original application form, together with any supporting documentation.
- You will receive written confirmation of the outcome as soon as possible (within approximately a month of the date the application is received in the Doctoral School).

How to Apply

Regulations and application forms will be updated each year. For the current versions, please check the Doctoral School website (www.ucl.ac.uk/docschool) or contact our office.

Proposal

Please use this section to explain how your network/society will benefit research students and/or postdoctoral researchers and provide an outline of the activities for which funding is sought. *Estimating Costs & Contributions*

- Please give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate.
- Please liaise with the departments concerned to arrange the amount of their contributions.
- Please be as accurate as possible in estimating your projected expenses. Awards are given based on the estimated costs.

Submitting the Application

- Applicants should attach any supporting documentation to their application form.
- Applicants should pass the form to the DGT/s concerned for endorsement, and then to their Head of the Department or Senior Proponent.
- Heads of Department should write a supporting statement, confirm any departmental contribution and sign the application form. In the case of students working at external institutions applications will need to be countersigned by the Head of the UCL department in which they are registered.
- In the case of cross-department and cross-faculty applications the HoD for the lead Department or the Senior Proponent from the parent body should sign the form. If you are in doubt as to who would be appropriate, please contact the Doctoral School for advice.
- The completed application should then be submitted to the Doctoral School.

Claiming an Award

If you are awarded funds, you will receive a confirmation letter and Expenses Form. Please remember to keep all receipts, as you will need to send them to the Doctoral School. On completion of activities for the relevant academic year, please claim your award as follows:

- Complete the Expenses Form with actual costs incurred. The items for which you claim should generally be the same as those listed on your original application. Please do not claim for items you have not listed on your application form unless special circumstances have arisen.
- Receipts for **ALL** expenses should be attached, not just those covering the amount of the Doctoral School award. You should provide receipts for each item you have listed. Please staple together the receipts in the order you have listed them.

- Payment will be made as a transfer to your department (it may be necessary to contact your Departmental Administrator to set up a specific departmental account for your society). To request a transfer, please contact your Departmental Administrator to forward an electronic IDT request to us, detailing the appropriate departmental code, and evidence of this request to be sent with your completed Expenses Form. **Please allow approximately one month for payment to be processed.**
- Send the form and receipts directly to the Doctoral School.
- If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
- Departmental contributions should be claimed directly from your department.
- It may also be possible to provide the funding to a departmental account at the beginning of the funded period. Please discuss with your department the possibility of setting up such an account locally to support the workings of your Network/Society. If funding is provided in this way at the outset of the funding period, you will be required to return a breakdown of your expenditure and copies of your receipts at the end of the funded period. Any unspent funds must be returned to the Doctoral School.

If you have any queries, please contact:

tel. 020 7679 1422

e-mail: docschool@ucl.ac.uk