

Small and Large Grant Schemes Guidance

Applicants must read the Guidance as they complete the Grant Scheme Application Form. The NBCDTP Academic Directors may reject any application failing to follow this guidance.

NORTHERN BRIDGE
CONSORTIUM DOCTORAL
TRAINING
PARTNERSHIP



Arts & Humanities
Research Council

Policy

The Small and Large Grant Schemes can be used to enable AHRC Northern Bridge Consortium Doctoral Training Partnership (NBCDTP) studentship award-holders to, (for example and not limited to), undertake overseas and UK study visits and fieldwork; participate in overseas and UK conferences; cover other **primary research costs**, e.g. consumables or artist materials, that are essential to the satisfactory completion of the award-holder's thesis; and to allow award-holders to undertake training programmes tailored to their specific research, training and professional development needs. The funds can be used to cover, (for example and not limited to), the costs of travel, accommodation, and other associated costs that are incurred as a result of the award-holder's activity.

Award-holders should note that Scheme funds are limited, and not every application will be fully funded or funded at all. Therefore award-holders should strategically prioritise their applications based on necessity for the successful completion of their PhD and emphasise value for money.

Successful applicants may receive the full amount requested, or a contribution towards the full amount requested. Applications may be rejected, or the NBCDTP Academic Directors may request further information and/or amendments before confirming their final decision.

Award-holders should note items/services that are not eligible for funding, stated below, before making an application.

In occasional instances, and where the NBCDTP Academic Directors identify a common need for a proposed training activity, applicants may be asked to develop their application so that the proposed training can be offered to the wider NBCDTP cohort. Appropriate advice and support will be offered in such cases.

Definitions

Small Grants are a total value of £750.00 and under.

Large Grants are a total value of over £750.00.

"Scheme/s" refers to both Small and Large Grants.

The award-holder's "host institution" is the University at which the award-holder is registered.

The "local NBCDTP Administrator" is the administrator or equivalent based at the award-holder's host institution, whose contact details are listed below. Their local NBCDTP Administrator is the first point of contact for award-holders.

The NBCDTP Academic Directors are members of academic staff appointed at each of the seven partner institutions of the Northern Bridge Consortium: Durham University, Newcastle University, Northumbria University, Queen's University Belfast, University of Sunderland, Teesside University and Ulster University.

Eligibility for Funding

The Schemes can only be used to support AHRC NBCDTP-funded doctoral students actively registered at their host institution.

The Schemes cannot be used to fund award-holders whose funded period has come to an end, whose thesis has been submitted, or whose registration / studentship has been suspended. This includes costs, for example,

associated with the printing of theses for examination, or any additional fees incurred after the end of the funded period of the studentship.

Funding is not available for any activity taking place prior to the commencement of the studentship award.

The duration of a single activity or accumulation of several activities must not exceed 12 months in total over the funded period of the studentship.

Award-holders must be assessed by their Department/School to be progressing satisfactorily and on course to submit their thesis by their latest thesis submission date.

Retrospective funding is not permitted under any circumstances. Applications to the Schemes submitted for activities that have already taken place will be rejected without consideration.

It is not recommended that award-holders make purchases prior to the submission of an application to the Schemes on the assumption that it will be approved. Approval of an application is not guaranteed and applicants will not be reimbursed for any costs incurred prior to application.

Examples of the activities, items and equipment that **can be supported** by the Schemes include:

- Study visits / fieldwork that is conducted in the United Kingdom or overseas.
- Participating in professional conferences overseas or within the United Kingdom.
- The non-financial reimbursement of interpreters, guides, and informants that are assisting an award-holder's fieldwork. (Under no circumstances should such assistance be paid in cash.)
- Meeting the costs of conducting surveys and other data collection exercises, including on-site printing and stationery, not otherwise provided by the host institution.
- Purchasing small items of equipment and consumables, such as cameras, recorders, and memory devices, not otherwise provided by the host institution, nor available via the NBCDTP Asset Register.
- Acquiring essential books and other materials that are not available through libraries through any means, including inter-library loans.
- Obtaining specialist IT equipment where this is assessed to be essential to the completion of the award-holder's PhD, cannot be directly funded by the award-holder's host institution or other sources, and which has usually been indicated as required in the award-holder's NBCDTP Studentship Nomination.
- Training course fees.
- Travel to and from a course venue.
- Accommodation for residential courses.
- Short scoping trips for potential placements.

The Schemes **will not** be used to fund activities, equipment and services that all award-holders can expect to be directly met by their host Department/School as part of the award-holder's host institution's core/basic provision for postgraduate research students, including, but not limited to:

- Basic IT provision, including access to desktop computing and printing.
- Attending training events provided by the NBCDTP partner institutions, (these events are normally provided free of charge to award-holders).
- Core books, texts and other research materials that are available through libraries through any means, including inter-library loans.

The Schemes **cannot** fund subsistence (including costs incurred participating in otherwise funded activities, for example, optional conference dinners), or utility bills (including those incurred if renting accommodation during funded activities). These costs must be met from the studentship stipend.

The Schemes **cannot** fund attendance at networking- and career-focussed events that are not directly related to

the award-holder's primary research required for the successful completion of the thesis.

Funding for attendance at postgraduate conferences is **unlikely** to be granted.

Funding for attendance at professional conferences where there is no evidence of active participation (such as presenting or taking part in a workshop), is **unlikely** to be granted.

Funding for certain items that may be deemed to have personal use outside of the scope of primary research costs, or research, training and professional development needs, is **unlikely** to be granted. For example, suitcases needed for fieldwork; car servicing when using own vehicle for UK-based study visits; and subscriptions to cloud-based data services.

Award-holders and their supervisory teams must ensure that any proposed training activities do not duplicate existing provision.

Due to stringent employment legislation, **under no circumstances** should award-holders approach and engage third party service providers to help assist with activities without first requesting the advice of their local NBCDTP Administrator, and **prior** to the submission of an application to the Scheme. Award-holders are not regarded as the employer of the service provider. Depending on individual institutional policy, such service providers may be regarded as temporary University employees; it may be necessary for them to undergo a Right to Work check **in person** at the host institution – and they should be prepared to do so before undertaking work; they may be required to have their employment status assessed by the host institution via an IR35 procedure; and institutions may refuse to engage any provider other than a listed University vendor. Failure to seek the appropriate advice well in advance of the proposed activity may mean that payment cannot be made to the provider, or they will be subject to deductions which are irrecoverable via the host institution.

Award-holders are responsible for familiarising themselves with the insurance policies for postgraduate students at their host institution before travelling, and taking the necessary recommended action to ensure they have adequate coverage.

The NBCDTP takes seriously the health and safety of its award-holders undertaking funded activities both in the UK and overseas. To assess the risk involved with the proposed activity award-holders are required to complete the "Practical Arrangements and Difficulties" section of the application form. We appreciate that not all of the information listed may be obtainable or relevant to an award-holder's particular circumstances, but award-holders must engage with this process as far as is appropriate otherwise it may not be possible to consider the application. This is not intended to be a replacement of a Risk Assessment process in an award-holder's School/Department. Award-holders may be required to submit similar information for assessment by their School/Department's own Health and Safety Office or equivalent.

Ownership of Purchased Items

All items of equipment purchased via the Schemes will remain the property of the NBCDTP and the dispersing institution, which will insure and account for such assets. Award-holders will be required to return to the NBCDTP all items that were purchased via the Schemes on the submission of their PhD thesis or prior to this date. Should an award-holder fail to return and/or not be able to account for their equipment the NBCDTP's partner institutions reserve the right to invoice the award-holder for any reasonable losses or damages incurred. Award-holders may be prevented from graduating during any disputes arising from an award-holder's failure to return and/or account for items purchased via the Schemes.

Applying for Funding

All sections of the application form must be completed, and the form must be typed. Incomplete and handwritten forms will be returned to the applicant without consideration. Electronic signatures are permitted.

Award-holders are encouraged to seek supplementary sources of funding, such as travel bursaries, and must make clear what other sources and amounts of funding have been identified, if any.

Award-holders must ensure that all costs incurred are reasonable and in line with their host institution's own Travel and Expenses Policy. (See Annex 1 below.)

All costs must be **fully itemised**, converted to sterling where applicable, and as accurate an estimate as possible based on current prices. You must evidence your estimates with, for example, a copy of screenshots or quotations for your chosen travel routes, identified accommodation, etc.

Applications for a total amount of £750 or under (Small Grants) can be submitted to the NBCDTP Administrator at the award-holders host institution at any time throughout the academic year for assessment by the institution's NBCDTP Academic Director or NBCDTP Administrator.

Applications for a total amount of more than £750 (Large Grants) must be submitted to the NBCDTP Administrator at the award-holder's host institution by the deadlines of 31 October, 31 January, 30 April or 30 June for consideration by all NBCDTP Academic Directors. Late applications will not be considered.

In exceptional circumstances, "out-of-cycle" applications for funding of over £750.00 will only be considered where the award-holder can provide written evidence with their application that they could not have known about the opportunity in time to submit an application by the preceding deadline, and the event will take place prior to a forthcoming deadline.

The application form and accompanying documents should be merged into one complete PDF document in the order stated on the application form and named using the following convention:

Award Holder Surname + Initial_Host Institution_GrantScheme_Date DDMMYYYY
e.g. SmithJ_QUB_GrantScheme_30062017

Failure to format the document correctly may result in a delay to its being considered or being returned to the applicant without consideration.

The application should be submitted from an institutional email account to the NBCDTP Administrator in the award-holder's host institution.

Large Grant Scheme applications received without a supporting statement from the award-holder's supervisor will be rejected without consideration. Where the primary supervisor is not available, applications may be supported by another member of the supervisory team. Small Grant Scheme applications do not require a supporting statement from a member of the supervisory team, but by signing the application award-holders confirm a supervisor has seen and approved the application.

Award-holders may submit multiple applications to the Schemes. But in accordance with the AHRC's recommendation, priority will be given to students who have not previously received funding via the Schemes.

There is no maximum amount of funding that can be requested in a single application to the Scheme, but the cumulative total spend of an award-holder over the duration of the studentship is limited and monitored as described below.

Applicants must seek approval for additional costs that arise during an activity, (for example, opportunities not foreseen at the application stage, or resulting from an emergency) by making a request by email to their local NBCDTP Administrator at the earliest opportunity. Approval of such requests is not guaranteed. Claims for such additional costs that have not received prior approval by the NBCDTP will be rejected.

Allocation of Funds and the Source of Funding

The NBCDTP allocates the funds that are at its disposal via an open, transparent and equitable process, which is focused on meeting the individual needs and priorities of its award-holders. To meet these objectives the available funds are pooled and managed directly by the NBCDTP at the request of the AHRC.

In the interests of transparency: the total fund comprises the AHRC “Research Training Support Grant” (RTSG), which is the equivalent of £200 per annum per studentship; plus the equivalent of tuition fees plus stipend at the standard UKRI rate for six months (the “Student Development Fund”). The NBCDTP calculates a **notional** allowance per studentship. For example, the notional amount per studentship for award-holders beginning in the 2018/2019 academic year is calculated as follows:

£200 RTSG per year, per studentship (3.5 years) = £700 +
£4,260/2 tuition fees +
£14,777/2 stipend =
£10,218.50 per studentship

(Note: The Student Development Fund also funds the Placement Scheme.)

No award-holder has a personal allowance to draw on; there is no per annum “voucher” scheme; there is no “remaining” amount due to an award-holder nearing the end of their funded period. Award-holders are eligible to apply for additional funding via the Schemes, but have no access to such funding by right.

In order to control the budget the notional allowance will be used by the NBCDTP Academic Directors to establish an individual threshold. Spending will be monitored to ensure that no individual award-holder exceeds the notional allowance associated with a studentship and which therefore encroaches on the allowance notionally attached to another studentship.

The NBCDTP is obliged to select the most eligible applications for support, based upon the award-holder’s specific research requirements and these must be clearly articulated in the application to the Scheme.

Normally only a defined programme of training that has been set out in the award-holder’s Training Needs Analysis and/or identified in their original NBCDTP Studentship Nomination will be considered for funding.

It is understood that large costs and training requirements will have been identified at the NBCDTP Studentship Competition stage and subsequently indicated on the NBCDTP Studentship Nomination. Otherwise any application to the Schemes must present a strong case and clearly state the reasons these were not identified earlier.

Award-holders with a full award will continue to receive their stipend while on study visits and fieldwork, provided they have met all their obligations under the NBCDTP’s terms and conditions.

In some instances the length of the award-holder’s studentship may be extended beyond the normal three year period, and by the length of any approved training (up to a maximum of six months in total, including any periods spent on placements), but will **not** change the latest thesis submission date. A studentship extension is at the discretion of the NBCDTP Academic Directors. It is most usually approved for placements only (see the separate *Guidance Notes*), but may be considered where there is a need to acquire additional skills, for example, high-level methodological skills; or significant and demanding new discipline-specific skills. It is expected that such need would have been identified in the original NBCDTP Studentship Nomination. Most uses of Scheme funding will **not** entail an extension to the period of the studentship.

Assessing and Deciding Applications

Received applications are checked by the local NBCDTP Administrator to ensure they are eligible for funding under the terms and conditions of the AHRC’s Research Training Support Grant and Student Development

Funds.

Applications for amounts of £500 or under are considered by the local NBCDTP Administrator throughout the year; applications for amounts of £750 or under are considered by the institution's NBCDTP Academic Director throughout the year; applications for amounts of over £750 are considered by all NBCDTP Academic Directors following the quarterly deadlines.

Applications will be reviewed in conjunction with the award-holder's original NBCDTP Studentship Nomination and original Research Proposal; an up-to-date Research Plan; an up-to-date Training Needs Analysis; the latest Annual Progress Review report(s); and the evidence provided to support the stated estimated costs.

In the case of training activities, applications are assessed against the following criteria:

- **Contribution to the award-holder's research and/or professional development.**
How closely does the proposed training support and complement the award-holder's doctoral research and/or professional development needs? Were these needs identified in the award-holder's Training Needs Analysis?
- **Quality of the proposed training and expected outcomes and skills development.**
- **Does the training programme represent value for money?**
Is the training as proposed the most cost-effective way of securing the expected outcomes?

The NBCDTP must be satisfied that any related health, safety and security issues have been properly considered and addressed. Travel to countries considered unsafe by the FCO is likely to be refused. Award-holders should consult <https://www.gov.uk/foreign-travel-advice> for the latest advice.

The need for the proposed expenditure in support of the award-holder's primary research or training needs will be the primary basis of all decisions made regarding applications to the Schemes. The NBCDTP Academic Directors must be satisfied that the proposed activity is necessary for the successful completion of the thesis, and will not have any detrimental effect on the timeline for completion.

The NBCDTP Academic Directors may seek advice and feedback on an application from other academic or administrative members of staff at the partner institutions.

It is anticipated that applications will be processed **within four weeks of the respective deadline** in the case of applications of over £750, and **within four weeks of receipt** in the case of applications of £750 and under. Award-holders should bear these turnaround times in mind when applying for funding. Award-holders are advised to apply well in advance of, and at least three months before, an intention to travel.

The NBCDTP Administrator of the award-holder's host institution will notify the award-holder and their primary supervisor when a decision has been made regarding their application.

Appeals under the grounds of *Procedural Irregularity* or *Misapplication of the Assessment Criteria* can be made in the event that an application is not approved. (See Annex 2.)

Dispersing, Accessing and Reimbursing Approved Funds

Where funds are approved, payment will take place by one of the following means (dependent upon the host institution's own procurement and expenses policies):

- a) **In the majority of cases:** the award-holder will purchase the item(s) and submit receipts to their local NBCDTP Administrator so that reimbursement may be arranged. Award-holders must therefore be prepared to make the initial outlay.
- b) The NBCDTP will purchase the item(s) on the award-holder's behalf or sign out small items of equipment available via the NBCDTP Asset Register; or,

- c) Funds will be internally transferred to the award-holder's home Department/School to purchase on the award-holder's behalf;
- d) In **exceptional** cases, where the approved amount far exceeds a single stipend payment, an advanced payment **may** be made directly to the award-holder's bank account in line with the host institution's own policies. This may not be possible in all partner institutions. Following the submission of receipts, if the award-holder's costs are found to be less than the contribution made, a repayment will be requested.

It is not normally possible to pay or reimburse more than the approved amount.

Funding is approved on condition that the award-holder may not change any detail of an approved application for funding without prior approval by the NBCDTP. If the approved funding is no longer required, the award-holder must inform their local NBCDTP Administrator. Any changes to an approved activity must be reported to NBCDTP Administrator at the award-holder's host institution at the earliest opportunity, but will not usually require the resubmission of an application.

Where the award-holder requires reimbursement, they must complete the appropriate claim form of the host institution and provide receipts/proofs of purchase in line with the requirements of the host institution's own Travel and Expenses Policy. (See Annex 1 below.) Only the host institution can reimburse its award-holders.

Terms and Conditions

Award-holders will not be employed or have any form of contract of employment with a host organisation while undertaking funded activities.

Monitoring and Reporting

Throughout any activity, award-holders will maintain contact with their supervisory team, who will continue to provide support and guidance. In addition, award-holders will continue to undergo Annual Progress Review and meet required milestones according to the cycle determined at the start of the PhD.

At the end of the activity, award-holders supported by the Large Grant Scheme are required to complete and submit a reflective report (maximum 500 words) providing details of the activity and the added value that the activity has provided. These reports must be submitted to the NBCDTP Administrator at the award-holder's host institution within one month of the activity being completed. Reports will be reviewed by the NBCDTP Academic Directors. The information provided by award-holders in their reports may be used by the NBCDTP to publicise the Schemes externally and the NBCDTP's wider activities, and those award-holders may also be invited to participate or present at future NBCDTP cohort events and seminars.

Further Information

The AHRC's Guidelines for the use of funding, to be followed by Research Organisations is available at: <https://ahrc.ukri.org/skills/phdstudents/post-graduate-funding-training/training-grants-and-training-grant-funding-guides/>

Local NBCDTP Administrator Contact Details:

Durham University	northernbridge.admin@durham.ac.uk
Newcastle University	northernbridge.admin@newcastle.ac.uk
Northumbria University	researchsupport@northumbria.ac.uk

University of Sunderland	faci-research@sunderland.ac.uk
Teesside University	n/a
Queen's University Belfast	northernbridge.admin@qub.ac.uk
Ulster University	n/a

Annex 1: Estimating Your Costs and a Brief Guide to what is Eligible

*Award-holders should be aware that the reimbursement of expenses is subject to the Travel and Expenses Policy at their host institution **irrespective** of the source of their studentship funding. Expenses are **not** reimbursed by Northern Bridge Consortium administrators but by the appropriate institutional finance, payroll and expenses teams, who will have divergent processes and turnaround times. Failure to follow the local policy guidance may mean it is **not** possible to reimburse costs, even those approved by the NBCDTP.*

When completing an application for funding, please consider the following:

Travel and Accommodation

Travel should be by the most cost and environmentally effective means, having regard for:

- cost and value for money;
- reasonable comfort;
- time and duration of journeys (and connecting travel);
- requirement for flexibility of itinerary;
- our commitment to reduce carbon emissions;
- safety and wellbeing.

Travel should be booked as far in advance of the trip as possible to take advantage of lower prices. You should bear this in mind when preparing an application for funding and ensure it is submitted to allow yourself reasonable time to respond to any queries that Directors might have before making your arrangements. **No less than three months before you intend to travel** is recommended.

You must obtain competitive quotes and demonstrate value for money. The best possible route, taking into consideration the principles above must be evidenced by, for example, a quotation or screenshot of an online booking form.

For **rail travel** you should take advantage of all types of discounted tickets, including any discounts that may be obtained through the use of railcards, and travel by **standard class only**. Two single tickets are often cheaper than a return ticket, as is splitting journeys requiring multiple changes. Costs of railcards cannot be reimbursed.

Air travel within the UK is **not** permitted except where you can demonstrate that this is less costly overall, taking account of other costs such as accommodation. You should choose the lowest cost appropriate schedule taking into account the factors listed above. Air travel must be **economy** in all cases.

Hotels should be selected on a best value basis, choosing the most economically priced room available. Costs should not exceed the following nightly limits for **short-term** stays of usually **seven nights or less**, inclusive of tax:

- London or Dublin: £140.00
- Rest of UK and ROI: £100.00
- Rest of World: up to £165.00 and **in line with room rates** stated here:
<https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>

A case can be made for the above rates for longer stays where an alternative such as renting is not possible or is considerably more expensive. In general, however, where stays **exceed seven days**, you should source economically priced accommodation through, for example, <http://www.universityrooms.com/>. We generally recognise the value for money provided by services such as Airbnb, but emphasise the need for award-holders to consider their safety, wellbeing and security. The use of such services and the accommodation offered should be fully considered.

You should take advantage of, for example, rates offered by conference hosts for discounted accommodation where available.

Items such as mini bar items, pay per view TV, telephone calls, etc., will **not** be reimbursed. Where these are included in the bill, the costs must be deducted prior to the submission of the receipt for reimbursement.

The cost of taxis will be reimbursed if this is the cheapest or most appropriate means of reaching your destination. For example, this may be when public transport is unavailable, either early in the morning or late in the evening, or where public transport would add significantly to the journey time, or in instances where you feel your safety may be compromised.

Local car hire on overseas visits can be considered in instances where award-holders are expected to visit numerous locations that are particularly difficult to reach by public transport. Mileage is eligible for reimbursement when using your own vehicle in the UK, providing it is more cost effective than public transport.

We will not meet the costs relating to a spouse/partner or other family members accompanying you, though they are permitted to do so. If you are submitting receipts which includes the costs of anyone travelling with you, you can claim your portion of the costs only.

We will **not** meet any additional costs where you might choose to extend your stay for personal reasons.

Other General Principles

- We do not permit payment of subscriptions to professional organisations and societies.*
- Childcare costs cannot be met.
- The costs associated with the care (kennelling, etc.) of domestic pets while on extended fieldwork, etc. cannot be met.

** In exceptional circumstances, where membership of a professional organisation will significantly reduce the cost of conference participation, reimbursement of a membership fee **may** be considered.*

Under no circumstances will the costs of **subsistence** be provided for except where these costs have been included in a package (for example, hotel bed and breakfast, and meals included as part of a residential training package are acceptable; an optional conference dinner is not.) Please see below for the subsistence entitlement when participating at mandatory cohort development events.

Expenses Claims

Bookings must be made directly with the airline, hotel, etc., and not via a travel agent. You should not be influenced by any promotional incentives such as airline mileage credits, personal loyalty schemes, etc.

Claims can be submitted immediately after bookings have been made, and prior to the event itself. You do not have to have undertaken the approved activity before seeking reimbursement. Follow-up claims for approved costs such as internal travel during an activity can be made afterwards. That is, you can submit more than one claim against the same approved activity.

You must retain and submit **detailed original receipts** - without exception - as proof of purchase to support all expenditure. Printed copies of online booking receipts are acceptable. Costs that are not supported by a receipt will not be reimbursed.

The cost must be clearly visible on the printed receipt and costs stated on the claim form must match the receipts. If you are submitting receipts which includes the costs of anyone travelling with you, you must clearly indicate your portion of the costs only.

The purchased item must also appear clearly on the receipt. Credit or debit card receipts indicating a total only are not considered sufficient proof of expenditure and will **not** be accepted and cannot be reimbursed. Statements are not accepted as proof of purchase.

Under no circumstances should you pay any costs for a fellow award-holder and claim the total amount paid, even for smaller costs such as lunch. You should request your own individual receipt.

Subsistence can be reimbursed for mandatory NBCDTP cohort development events, such as the annual conferences. You are eligible to claim for the following where this has not been provided by the host institution:

- A daily allowance of up to a maximum of £9.30 to cover lunch and additional refreshments +
- One evening meal per day of the event, including soft drinks: £20.00

The cost of **alcohol** will **not** be reimbursed. **Gratuities** will **not** be refunded unless they are included on an itemised bill as a service charge and not as a voluntary addition by the award-holder.

Claims must be made one month following the completion of the activity to which the expenditure relates.

Unforeseen Increases in Costs

We appreciate costs can fluctuate between the submission of your application, approval and booking. Minor increases of a few pounds are acceptable and you are not required to seek additional approval to cover these. However, if the increase is significant, or you have any concerns about an increase in costs post-approval, please check with your local NBCDTP Administrator before you make a payment.

Annex 2: The Appeals Process

Applications for appeal must be submitted within 14 calendar days of the date on the application outcome letter. A late appeal is unlikely to be considered unless there is a strong reason for the delay.

Supporting documentation is required for the appeal. Award-holders must submit a letter detailing their reasons for appealing with their application, and a letter of support from their supervisor(s). As well as clearly addressing the reasons the NBCDTP Academic Directors have provided for the rejection of the application, award-holders can provide any evidence which was not available or considered previously.

Under General Data Protection Regulation, the NBCDTP is required to obtain your consent for an Appeal Adjudicator or members of an Appeal Panel to view the data you provide in connection with your appeal. By signing and submitting an appeal application, the award-holder is giving permission for all relevant staff to have access to their documentation.

To ensure impartiality, an appeal will be referred to a senior member of staff in one or more of the partner institutions in the NBCDTP, normally a Dean of Postgraduate Studies or equivalent. Their decision may take a number of weeks. Award-holders should be aware of the impact this may have on any potential bookings, travel arrangements, etc., that they intended to make as part of their original application. Award-holders are strongly advised not to make any arrangements until they receive the outcome of their appeal, as there is no guarantee the appeal will be successful.

Award-holders will be notified of the decision of the Adjudicator(s) by their local NBCDTP Administrator. Following the outcome there is no further channel for appeal against the outcome within the NBCDTP and award-holders will be referred to their host institution's own complaints procedures.

Definitions:

Appeals can be made on the grounds of *Procedural Irregularity* or *Misapplication of the Assessment Criteria*:

Claims on the grounds of Procedural Irregularity normally refer to administrative errors for which the award-holder must make clear the reasons for the belief that an error has taken place.

Claims on the grounds of Misapplication of the Assessment Criteria must include an explanation of in what way the award-holder feels disadvantaged on account of the alleged error, and in what way the award-holder feels the guidance, which accompanies the Schemes application forms, concerning the allocation of funds and assessment of applications has not been properly applied.

Version Control	
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Last Amended By	Sarah Rylance