

NORTHERN BRIDGE CONSORTIUM

DOCTORAL
TRAINING
PARTNERSHIP



This handbook is designed to provide information for current Northern Bridge and Northern Bridge DTP & Northumbria-Sunderland CDT NPIF students

NORTHERN BRIDGE & NPIF HANDBOOK 2018-19

Bridging the information gap



Arts & Humanities
Research Council

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1. Welcome

We welcome those beginning doctoral research supported by Northern Bridge funding, as well as the Northern Bridge funded students who are returning at the start of their second or subsequent year of study and those students working under the National Productivity Investment Funding scheme.

The aim of this handbook is threefold. Firstly, it provides you and your supervisory team with practical information about funding opportunities that will enable your doctoral research project to be completed to the highest possible standards in the time available. Secondly, it offers you and your supervisors an overview of how the Northern Bridge training grant can help to meet your professional development and career needs. In this regard, we invite you to take advantage of the possibility of a funded placement of between one month and six months over the course of your studentship; such an experience may make a significant difference to your employment prospects after you have completed your PhD. Finally, we hope you will gain a clear sense of our governance structures and of the central role of student representation within them.

One of our responsibilities as directors is to ensure that we are alert to your needs and aspirations as outstandingly talented arts and humanities researchers working across different disciplines, and with a range of distinct life experiences. We are proud of the diversity of our student body and believe that Northern Bridge is particularly enriched by our students who've joined the Consortium from outside the UK. Good relations between students and directors are central to our Consortium's success and we invite you to play a full part in contributing to the identity and future direction of Northern Bridge.

We look forward to meeting you at one or more of the cohort events in the year ahead.

Dr Annie Tindley (Consortium Director and Academic Director, Newcastle University)

Prof. Crawford Gribben (Academic Director, Queen's University Belfast) Dr

Patrick Zuk (Academic Director, Durham University)

Prof. Richard Terry (Academic director, Northumbria University)

Prof. Beryl Graham (Academic director, University of Sunderland)

November 2018

This section of the Handbook has been produced by the Northern Bridge Administrators and Directors at Newcastle University, Durham University and Queen's University Belfast.

Special thanks to our student representatives who helped shape the content.

Please note: All efforts have been made to ensure that the information contained in the Handbook is as accurate as possible; where errors are discovered, please inform the administrator at your institution.

Newcastle

Administrator: Sarah Rylance **E:** northernbridge.admin@newcastle.ac.uk
T: +44 (0)191 208 6190

Durham

Administrator: Hazel Reynolds **E:** northernbridge.admin@durham.ac.uk
T: +44 (0) 191 3342927

Queen's University Belfast

Administrator: Lynda Mahon **E:** northernbridge.admin@qub.ac.uk

T: +44 (0) 28 9097 2562

This handbook will be updated regularly so please ensure you are consulting the most current version.

Administrators will issue regular email bulletins regarding events, procedures and training opportunities. Please ensure you check your institutional email address on a regular basis for updates.

Useful links:

Northern Bridge Website

AHRC

You can follow us on **Twitter** @Northern_Bridge

Facebook <https://www.facebook.com/groups/707041266039453/> (please note that this is a student led Facebook page and as such we have no control over content posted on the site).

2. What does it mean to be a Northern Bridge Student?

2.1 Your Northern Bridge Responsibilities

- Ambassador for the programme

As an AHRC Funded Northern Bridge student we expect you to represent the programme and acknowledge your studentship when attending conferences, submitting papers or speaking at events.

- Student Representation on Northern Bridge Committees

As part of your Northern Bridge studentship experience you are expected to participate in a wide range of events, including sitting on relevant Committees to represent the student body. There are 3 main committees – DTP Committee, Strategic Partners' Forum and Student Innovation Forum. For more information please contact your institutional administrator. You will be contacted by your local administrator in connection with elections for these Committees.

- Participation

As part of your Northern Bridge Studentship you are expected to attend a range of mandatory events. These events are designed to enhance your PhD experience and stimulate interdisciplinary research. A list of these events are contained within.

- Email etiquette

Please ensure that you maintain the highest standard of email etiquette when corresponding with members of the Northern Bridge team and other students. Please ensure that you observe best practice, as set out in your own institution's guidelines, when communicating with others.

- JeS RCUK Joint Electronic System (JeS)

JeS is a RCUK requirement and all Northern Bridge students will have their information submitted to this system. This information is automatically submitted for students at Durham and Newcastle. QUEEN'S students need to complete an online studentship form on the RCUK Joint Electronic System (JeS). Details in connection with this will be issued from QUEEN'S Graduate Awards.

Open Access plays a huge and vital role in your research and we are keen to support you in this area. For more information on Open Access please refer to the RCUK website or contact your Open Access team within your home institution:

Newcastle – openaccess@ncl.ac.uk

Durham – openaccess.publishing@durham.ac.uk

Queen's – openaccess@qub.ac.uk

OPEN ACCESS REQUIREMENTS FOR AHRC

*The overarching principle with open access requirements associated with AHRC funded PhD theses is that they should normally be made available **within 12 months**. There is additional guidance in the UKRI Training Grant Guide which outlines that each university may make an exception and extend this beyond the 12 months. In order to do this the institution should have a clear process in place to be able to decide on these exception cases - in order to ensure that they are exceptions rather than the norm. AHRC has given guidance that the extension should not be longer than a further 12 months. This guidance on the thesis applies to all theses, including creative practice theses.*

Additionally, a case could be considered to make certain elements of the PhD come under embargo - e.g. use of certain images, or elements of creative practice etc. However, the key principle that should be applied is whether the PhD, arising from public funding, is made available in a way that enables that academic value of the PhD to be read/understood/used by other researchers and beyond. A redaction should not take place that means that the element of the PhD that remains is unusable or meaningless without the piece of creative practice.

2.2 Our commitment to you

- Responding to queries

We will endeavor to respond to all email queries within two working days, in normal circumstances. Please ensure you use the email addresses listed and not the personal email address of the staff member you are trying to contact. Please check the Handbook prior to emailing to ensure your query answer is not contained within.

- If you need help:

- Taking a Leave of Absence

- Should a LOA be required during your studentship for medical or personal reasons you must speak with your Supervisor as soon as possible. Please ensure you follow your own institutional protocol when taking a LOA and ALSO inform your local NB administrator. During your LOA your stipend payments will be suspended, if overpayment is made you will be liable for this and will have to repay it.

- Maternity/adoptive/paternity and parental leave policy
 - Please consult with your local administrator and the [RCUK Guidelines](#) in connection with taking a period of absence for any of the issues above.
- Money matters
 - If you are experiencing any financial difficulties please talk to us. We do not expect Northern Bridge students to be financially burdened by attending conferences or whilst on placement. It is essential that you check what you can reclaim before making any purchases.
- Going part time
 - We understand that circumstances may change and you may have to amend your status as a full time student. If this does occur please speak to your supervisor in the first instance and then contact your institutional director or admin representative as soon as possible to discuss your options.

Please ensure that you contact the relevant Northern Bridge team for advice before considering changes to your studies as changes to your study could affect your studentship.

3. Key Contacts

3.1 Northern Bridge Team

INSTITUTION	ROLE	NAME	CONTACT DETAILS
Newcastle	Director	Annie Tindley	E: northernbridgedirector@newcastle.ac.uk T: +44 (0) 191 208 6490
	Administrator	Sarah Rylance	E: northernbridge.admin@newcastle.ac.uk T: +44 (0)191 208 6190
	HaSS Faculty Institute & Partnerships Manager	Mel Whewell	E: mel.whewell@ncl.ac.uk T: +44 (0) 191 208 6559
	DTP Placement Officer	Carole Millburn	E: Carole.Milburn@newcastle.ac.uk T: +44 (0)191 208 5190
Durham	Director	Patrick Zuk	E: northernbridge.director@durham.ac.uk T: +44 (0) 191 33 43160
	Administrator	Hazel Reynolds	E: northernbridge.admin@durham.ac.uk T: +44 (0) 191 33 42927
Queen's Belfast	Director	Crawford Gribben	E: northernbridge.director@qub.ac.uk T: +44 (0)28 9097 3763
	Administrator	Lynda Mahon	E: northernbridge.admin@qub.ac.uk T: +44 (0)28 9097 2562

3.2 Other Key institutional contacts

INSTITUTION	ROLE	NAME	CONTACT DETAILS
Newcastle	Subject Librarian	Lucy Keating	E: lucy.keating@ncl.ac.uk T: +44 (0)191 208 7656
	Careers Officer	Fiona Hartley	E: fiona.hartley@ncl.ac.uk T: +44 (0)191 208 7804
	Student Wellbeing	Student Wellbeing Service	T: +44 (0) 191 208 3333 W: https://my.ncl.ac.uk/students/contact
Durham	Subject Librarian	Jon Purcell	E: jon.purcell@durham.ac.uk T: +44 (0)191 33 42960
	Careers Officer	David Henderson	E: d.m.henderson@durham.ac.uk T: +44 (0)191 33 41432
	Student Wellbeing	Caroline Dower	E: caroline.dower@dur.ac.uk
Queen's Belfast	Subject Librarian	Isabel Kelly	E: i.okelly@qub.ac.uk T: +44 (0)28 9097 6232
	Careers Officer	Lillian Simones	E: l.simones@qub.ac.uk T: +44 (0)28 9097 5908
	Student Wellbeing	Tina McCrossan	E: t.mccrossan@qub.ac.uk T: +44 (0)28 9097 2903

3.3 Northern Bridge DTP Student Representatives

COMMITTEE	NAME	CONTACT DETAILS
Strategic Partners' Forum	Hannah Marsden	E: h.marsden21@ncl.ac.uk
	Emma Hannah	E: ehannah01@qub.ac.uk
	Daniel Magennis	E: dmagennis03@qub.ac.uk
	VACANT	
Student Innovation Forum	Jennifer Uzzell	E: j.s.uzzell@dur.ac.uk
	VACANT X 3	
NB DTP Committee	Giacomo Giannini	E: giacomo.giannini@durham.ac.uk
	Lucinda Murphy	E: lucinda.a.murphy@durham.ac.uk
	Elen Flugge	E: eflugge01@qub.ac.uk
	VACANT	
Social Media Representative	Sophie Franklin	E: sophie.r.franklin@durham.ac.uk @_sophiefranklin

Please note the above students represent the whole student body.

3.4 Northern Bridge Local Student Representatives

INSTITUTION	NAME	CONTACT DETAILS
Newcastle	Christel Querton	E: c.querton2@ncl.ac.uk
	Carmella Barbaro	E: c.barbaro2@ncl.ac.uk
	Thomas Hopkin	E: thomas.hopkin@ncl.ac.uk
	Laura Pollard	E: l.a.pollard@ncl.ac.uk
Durham	Scott Bannister	E: scott.c.bannister@durham.ac.uk
	Lucinda Murphy	E: lucinda.a.murphy@qub.ac.uk
	Bennjamin Penny-Mason	E: bennjamin.j.penny-mason@durham.ac.uk
	VACANT	
QUEEN'S	Daniel Patterson	E: dpatterson19@qub.ac.uk
	Judith Wiemers	E: jwiemers01@qub.ac.uk
	Katrina Kelly	E: kkelly36@qub.ac.uk
	VACANT	

Please note the above students are institutional representatives on local Northern Bridge Management Committees.

3.5 Northern Bridge Strategic Partners

To ensure the provision of innovative and socially engaged postgraduate training, Northern Bridge has developed strategic partnerships with a number of organisations within and beyond our regions which have public missions aligned with our own.

Our partners play a central role in shaping the development of our consortium and in facilitating student-focused knowledge-transfer activities, offering placements and providing a range of specialist training outside our three universities. Our partners add value to students' research projects by providing access to collections and on-site training in resource discovery, study space, and expert supervision from professionals such as archivists, curators and archaeologists. In addition, they offer training in and opportunities for cultural resource management, creative practice, arts management, media engagement, exhibitions, performances and screenings, publication and other forms of dissemination.

Table 2: Strategic partners

BALTIC Centre for Contemporary Art
BBC Northern Ireland
Belfast City Council
Department for Communities NI
Durham Cathedral
Historic England
Science + Media Museum
New Writing North
Newcastle City Council
Sage Gateshead
Seven Stories: National Centre for Children's Books
The Bowes Museum
Tyne & Wear Archives & Museums
Wordsworth Trust

Please contact **Mel Whewell**, the Institute & Partnerships Manager, for further information about our Strategic Partners.

4. Training Opportunities and Resources

4.1 Small and large grants

The Small and Large Grant Schemes can be used to enable AHRC Northern Bridge 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 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, please see guidance notes, before making an application.

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

Please see Annex 1 for Guidance Notes and Application form.

4.2 Student Development Fund

The Student Development Fund (SDF) can be used to enable AHRC NBDTP studentship award-holders to identify or design training programmes tailored to their specific research, training and professional development needs.

The emphasis is on skills development, as set out in your Training Needs Analysis or your original Northern Bridge nomination form.

Please see Annex 3 for SDF Guidance Notes and Annex 4 for SDP Application form.

4.3 Student Innovation Fund

The Student Innovation Fund can be used to fund AHRC NBDTP studentship award-holders to create innovative proposals for generic and specialised research training.

Please see Annex 5 for SIF Guidance Notes and Annex 6 for SIF Application form.

4.4 Language Centre

The Northern Bridge programme offers a wide range of learning opportunities these include the opportunity to advance your language skills in connection with your research and on a more generic basis. To date we have successfully ran the following programmes and are keen to put on others:

- Northern Bridge online German reading skills course pilot
- Northern Bridge French reading course

For further information please contact your institutional administrator.

5. Placements

5.1 Northern Bridge placement scheme

There are two kinds of Northern Bridge Placement. One is student-led, the other partner organisation-led.

A **student-led** placement is initiated by the student, in consultation with their supervisors and the Northern Bridge team. It will be planned to meet the student's individual training needs and career development goals. Our award-holders have the opportunity to apply four times during the academic year for funding and we seek to support innovative proposals in the most flexible and supportive way.

A **partner-led** placement will be advertised amongst the Northern Bridge student body as and when the host organisation requires the input of a doctoral student to lead or co-lead a specific project.

To give you a sense of the possibilities, we have posted reports written by students who have undertaken both kinds of placement on the Northern Bridge website.

5.2 The AHRC'S annual International Placement Scheme

The **AHRC'S annual International Placement Scheme** provides funded research fellowships at world-leading international research institutions for early career researchers, doctoral-level research assistants and AHRC-funded doctoral students. From 2018, IPS fellowships are available at:

Table 3: IPS Fellowships Locations

Harry Ransom Center, The University of Texas at Austin, USA
Huntington Library, San Marino, California, USA
Library of Congress, Washington D.C., USA
National Institutes for the Humanities, Japan
Shanghai Theatre Academy, China
Smithsonian Institution, Washington D.C., US
Yale Center for British Art, New Haven, Connecticut, USA

5.3 Travelling abroad and residency requirements

Before travelling abroad, it is essential that you check your home institutions regulations regarding PGR residency. Please note that you are bound by your home university's core regulations governing postgraduate programmes:

- Durham residency requirements
- Newcastle residency requirements
- Queen's Belfast residency requirements

Students should keep their supervisors informed if they need to be absent for any reason, and must seek permission to base themselves away from their home institution if they plan to be absent for an extended period.

Please see below extract from the RCUK terms and conditions:

The student must live within a reasonable travel time of their Research Organisation or collaborative organisation to ensure that they are able to maintain regular contact with their department and their supervisor. This is to ensure that they are not isolated and get the full support, mentoring, training and access to facilities they need to complete their research successfully and to a high standard. The only exceptions to these requirements are to cover periods of absence that are an essential part of their study e.g. fieldwork, study visits or conference attendance.

It is not permissible for a student to hold two awards concurrently for the same purpose. Thus if a student were to gain an award such as a scholarship from another body for study abroad for one year, for example, the studentship should be suspended for that period.

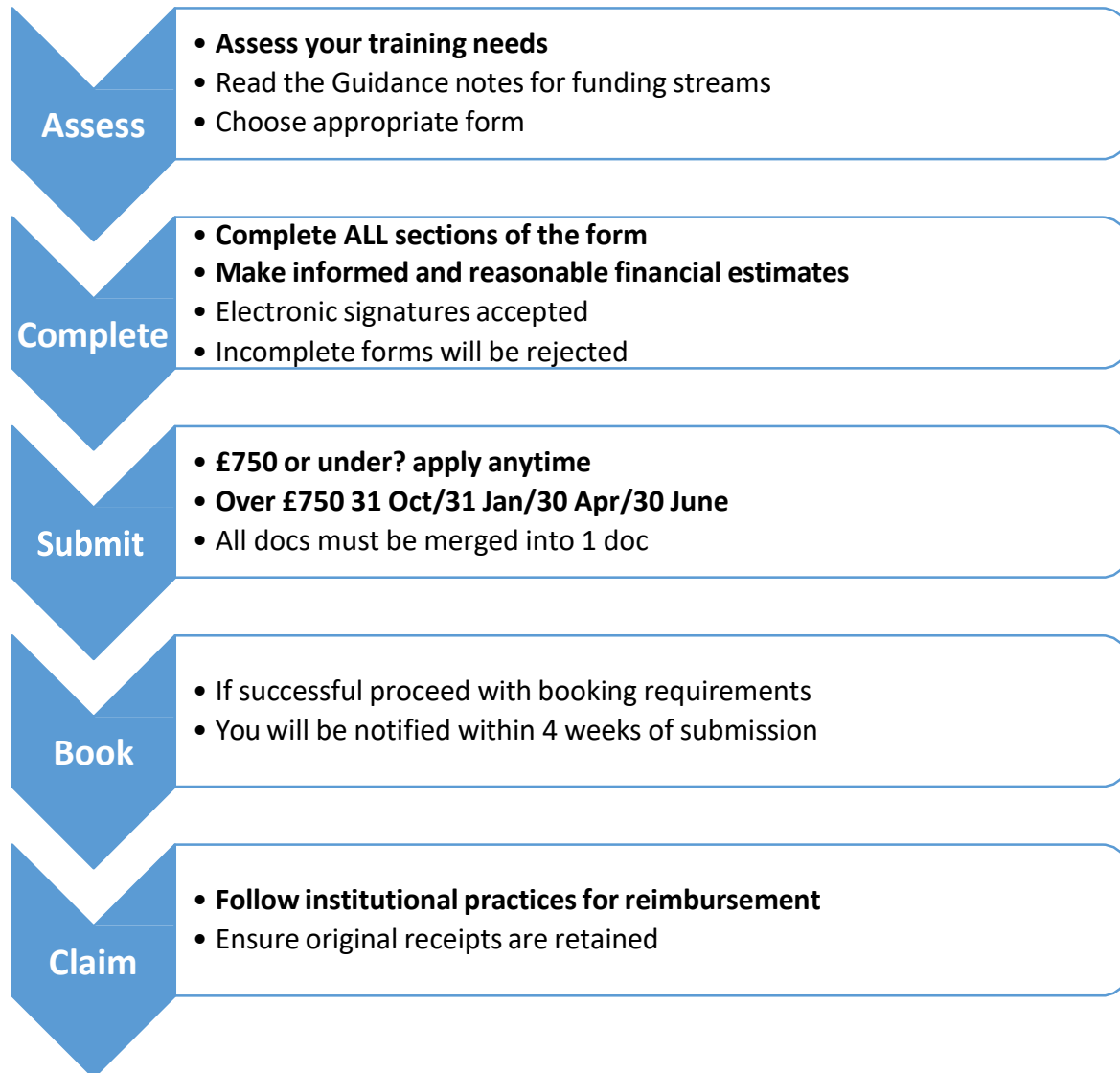
<http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf>

Students should also familiarise themselves with the regulations set out in the AHRC's training guide:

<http://www.ahrc.ac.uk/documents/guides/training-grant-funding-guide-2015-16/>

6. Finance

6.1 How to apply for funding



6.2 Forms you will need

All forms you will need to apply for funding are contained within this document. Please ensure that you read the guidance notes carefully prior to completing the forms. Should you have any queries please contact your institutional administrator.

Please ensure that you are familiar with the AHRC's Training and Funding Guide at: <http://www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/training-grants-and-training-grant-funding-guides/>

6.3 Eligible Costs and the Reimbursement of Expenses

The information below is relevant to:

- Small and large grants;
- the Student Development Fund (SDF);
- the Placement Scheme;
- expenses associated with Cohort Development events

Please be advised that under no circumstances should you pay any costs before submitting an application – approval of funding is not guaranteed. Similarly, retrospective applications for activities that have already taken place will not be considered.

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

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

Travel and Accommodation:

In the first instance students should familiarise themselves with their institutional policy regarding travel:

Newcastle: Check with your administrator

Durham: Check with your administrator

QUEEN'S: [Travel Insurance and advice](#)

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 by the appropriate deadline 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**. Booking rail tickets online is significantly cheaper. Two single tickets are often cheaper than a return ticket. Costs of railcards are not reimbursed.

Air travel within the UK is not permitted (apart from obviously when having to attend training events as part of your NB experience e.g. Autumn conference) 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 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>

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.

A case can be made for the above rates for longer stays where an alternative such as renting is not possible. In general, however, where stays **exceed seven days**, you should source economically priced accommodation through, for example, <http://www.universityrooms.com/>.

In the case of placements, where relocating for up to six months may be required, (the placement is more than 50 miles from your normal place of residence), you can apply for accommodation costs of not more than £400 per month. In exceptional cases, such as when placements take place in London or other high cost locations, Northern Bridge will consider awarding a higher rate on a case by case basis where you have provided evidence of the general cost of accommodation in the area. Please take into consideration the financial implications of taking on a placement. Whilst our payment teams do their utmost to process reimbursements quickly there can be a delay, you should not enter into any placement if you feel that you may experience financial hardship.

The cost of **taxi**s 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.

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.) Nor will we 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.
- You should familiarise yourself with the insurance policies for postgraduate students at your host institution before travelling.
- Childcare costs cannot be met.
- You will not be reimbursed for additional items that were not included in your funding application form without prior approval by Northern Bridge.
- We will not support attendance at conferences unless you are delivering a paper or otherwise making a meaningful contribution.

Under no circumstances will the costs of **subsistence** be provided for under small or large grants, SDF or the Placement Scheme, 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; a voluntary 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.

In the majority of cases all support funding is provided on a reimbursement basis. Northern Bridge approves all or part of the funding requested; you then make the purchases, and submit an expenses claim to your **host institution**. In exceptional cases, where the approved amount far exceeds an award-holder's monthly stipend, an advanced payment **may** be made directly to your bank account in line with your university's policies.

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. (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.

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.

While at cohort events, 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 Northern Bridge cohort development events, such as the annual conferences and Completion and Leadership workshop. 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 an addition by the award-holder.

Claims must be made **within eight weeks** following the completion of the activity to which the expenditure relates.

You should be aware that the reimbursement of expenses is subject to the **Travel and Expenses Policies at your host institution** irrespective of the source of funding; and that expenses are not reimbursed by Northern Bridge administration, but by the appropriate local finance teams.

A Note Regarding the Ownership of Equipment:

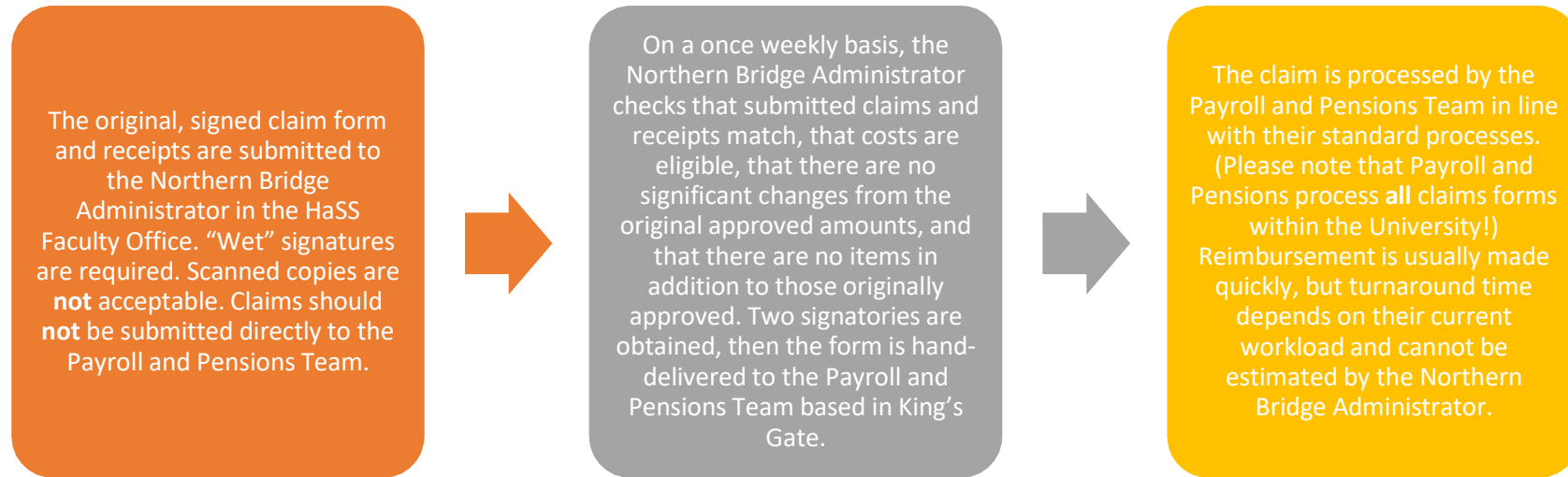
If you have been approved reimbursement for the purchase of any specialist equipment such as digital recorders, cameras, etc., you are reminded that all such items remain the

property of Northern Bridge. You are required to return to your local Northern Bridge Administrator all items normally within two weeks of the end of your fieldwork, or data collection, etc., and no later than your latest thesis submission date.

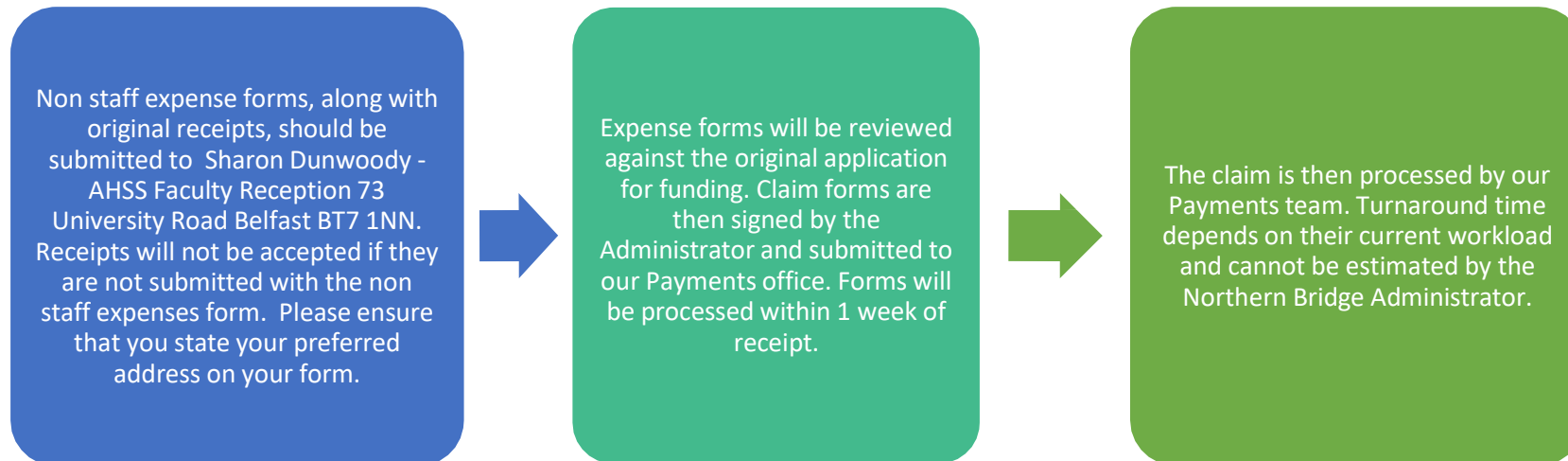
Unforeseen Increases in Costs

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 notify your local Northern Bridge Administrator.

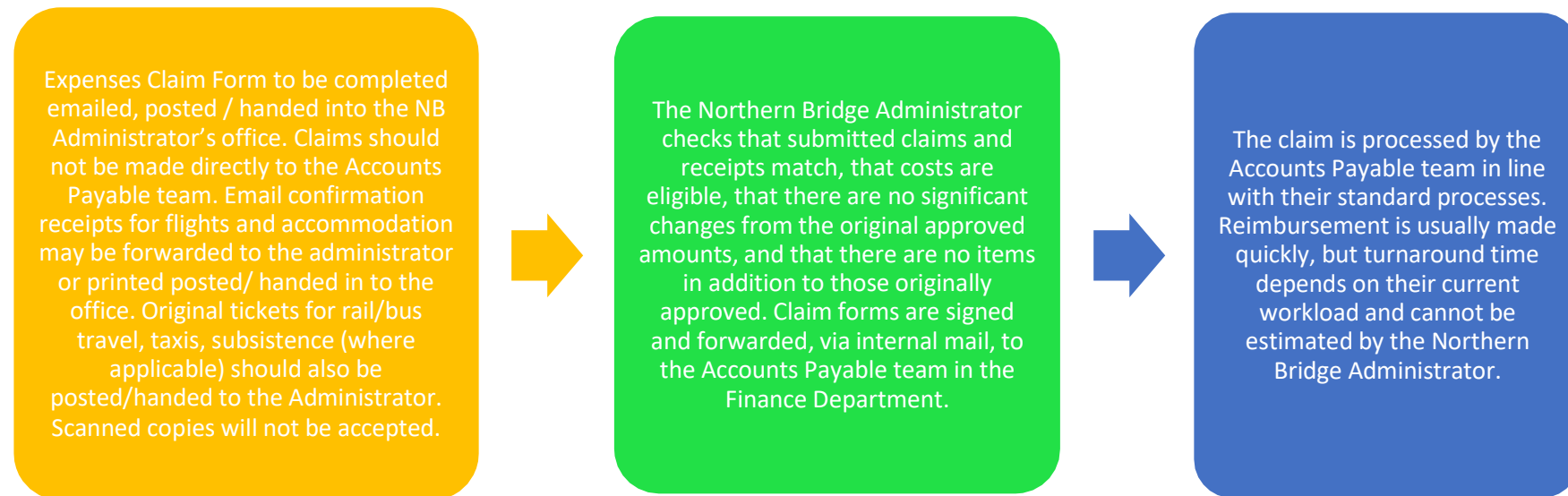
Newcastle reimbursement process:



Queen's reimbursement process:



Durham reimbursement process:



7. Key Dates and Events

As part of your studentship there are a range of mandatory events to attend. The Northern Bridge team will do their best to ensure that these dates are released and publicised in a timely fashion, however it is your responsibility to check with your local administrator prior to booking any holidays or leave. Please ensure that the below dates are in your diary.

Mandatory Events

The following events are planned for the Northern Bridge student cohorts in 2018/2019 and are **mandatory**:

- **Autumn Conference:** 8 and November 2018 (Queen's: First years only)
- **Summer School:** 6 and 7 June 2019 (Durham: ALL students)
- **Completion and Leadership Workshop:** 13 and 14 September (Queen's: Final year only)

If you are unable to attend a mandatory event you must submit a Leave of Absence form (see annex 7) to your Intuitional administrator within the required time frame. This request needs to be signed by your Supervisor with a short statement supporting your LOA. This request will then be reviewed and you will be given a response within 1 working week. You must have a legitimate reason for non-attendance e.g. medical reasons, conference attendance, you should also submit any evidence in connection with your absence.

7.1 Save the Date

Below are a range of events that you may be interested in attending but that ARE NOT mandatory. In most instances there will be limited space at these events so applying early is advised.

- Publishing in Academia Workshop, Newcastle 18 January 2019
- British School at Rome, 21-25 January 2019 Rome
- Wordsworth Trust-Northern Bridge symposium, 8 February 2019 The Wordsworth Trust, Grasmere
- 'Essential Video Production Skills for Research Students' (Beginners Level), 20 & 21 May 2019 London

8. Information for Supervisors

8.1 Supporting Northern Bridge Students

A Brief Overview:

An AHRC award of £11.2m allows Northern Bridge to offer 157 fully-funded doctoral studentships to Home/EU applicants over the period March 2014-March 2018. Through a further combined investment from the three universities in the consortium, Northern Bridge will award approximately 50 doctoral studentships per annum over five years. The consortium is supported by a 0.5FTE Director and 0.5FTE Administrator at each University.

Table 4: Studentships are awarded in the following Arts and Humanities subject areas

History (including Historical Geography)
Law and Legal Studies
Philosophy
Political Science and International Studies (Diplomacy and International Relations)
Theology, Divinity and Religion
Fine Art: Practice, History and Theory
Photography: Practice, History and Theory
Digital Arts: Practice, History and Theory
Architecture: Practice, History and Theory
Film: Practice, History, Theory and Criticism
Creative Writing
Music
Ethnography and Anthropology
Drama and Theatre Studies
Archaeology
Classics
Museum Studies
Policy, Arts Management and Creative Industries
Cultural Geography
English Language and Literature
French Studies
Hispanic, Portuguese and Latin American Studies
Interpreting and Translation
Linguistics
Russian, Slavonic and Eastern European Studies
German Studies (including Dutch and Yiddish)
Italian Studies
Media and Communication Studies

The Key Objectives of Northern Bridge:

- Prepare award-holders to undertake world-leading research;
- Enhance their skills and employability;
- Address recognized national skills shortages;
- Enable award-holders to contribute to our Consortium's identity and direction;
- Prepare award-holders to be future leaders;
- Raise the profile of Arts and Humanities research within our universities and outside them (in our cities, regions, the UK and internationally).

Benefits

- Training and development with students and staff at the two other universities (critical mass, broader range of expertise to draw upon, access to resources and expertise at the other two institutions);
- Cross-institutional supervision;
- Opportunities for students to engage in collaborative research initiatives with peers and staff (conferences, workshops, training and development);
- Increased awareness of the nature of Arts and Humanities research and PGR/ECA needs amongst colleagues in Central Services (Library, Careers Service, IT) and senior staff;
- Cross-institutional student representation in our governance;
- Access to the resources of our 14 Strategic Partners (resources, placements, specialist training).

Funding Available to Award-holders:

An award-holder is entitled to a studentship consisting of payment of tuition fees in full for the duration of the award at the Home/EU rate, and a maintenance grant at the standard RCUK rate: <http://www.rcuk.ac.uk/skills/training/> to Home students. Currently, each of the universities is also able to offer the maintenance grant to EU students, subject to internal review each academic year.

In addition, the AHRC has provided all Doctoral Training Partnerships with the funding summarised below, and described in more detail elsewhere in this handbook. The award-holder's host institution is responsible for ensuring that costs incurred by students in participating in activities funded from the sources below are reasonable, and that these funds are used responsibly. We therefore ask that supervisors of award-holders make themselves familiar with the AHRC's Training and Funding Guide at: <http://www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/training-grants-and-training-grant-funding-guides/>

In supporting an award-holder's application for funding supervisors are asked to declare that they have read the relevant Guidance Notes and that the details provided by the award-holder are accurate; that they have assessed the academic need for the activity or training and deemed them a necessary contribution to the award-holder's primary research and in line with the AHRC's regulations for training grant funding.

Supervisors should note that the additional sources of funding are not a per year 'voucher' for each individual award-holder. All funds are pooled and managed directly by Northern Bridge at the request of the AHRC.

Funding Opportunities:

- Small and large grants
- Student Development Fund (SDF)
- Student Innovation Fund (SIF)
- International Placement Scheme (IPS)

We ask supervisors to encourage their students to take advantage of the funding opportunities available, and to engage with their peers at the three universities.

8.2 The AHRC Northern Bridge Cohort Development Fund (CDF)

The Cohort Development Fund (CDF) is used to support a number of mandatory events for Northern Bridge award-holders:

- An annual two-day Autumn Conference in October/November which provides an induction for students new to Northern Bridge.
- An annual two-day Summer School in June which offers themed, interactive training events that bring students in all three cohorts together from across the Consortium giving them opportunities for networking, professional development and peer support.
- An annual two-day Completion and Leadership Workshop in September that allows final year students to discuss professional practices designed to promote successful thesis completion, develop pathways to research impact and provide training in leadership and career planning.

The following events are planned for the Northern Bridge student cohorts in 2017/2018

- Autumn Conference: Durham University, 2-3 November 2017.
- Public Policy Workshop: Queen's University Belfast, 22 November 2017

- British School of Rome Residential Programme, 29 January to 2 February 2018
- Publishing Workshop (Publishing Scholarly Monographs/ Writing Articles for Peer-Reviewed Journals - content to be confirmed): Newcastle University, 2 May 2018.
- Summer School, Newcastle University, w/c 4 June 2018, TBC
- Completion and Leadership Workshop, Durham University, w/c 10 September 2018, TBC

The Open Call

Northern Bridge welcomes supervisors of Northern Bridge students, as well as representatives of Strategic Partners, Postgraduate Research Directors, and our colleagues in Careers, Library, IT and Language Services to submit proposals for cohort training and development initiatives.

This call invites academic and professional services staff from the three universities to collaborate with one another - and our Strategic Partners, where appropriate - to submit applications for funding. There is one call every September with two deadlines for the receipt of proposals. In the 2018/2019 academic year, these will be midday on **Friday 30 November 2018** and midday on **Friday 31 May 2019**.

The November 2018 deadline is for an event, or events, to be scheduled between 1 March 2019 and 31 March 2020. The May 2019 deadline is for an event or events to be scheduled between 1 September 2019 and 30 September 2020.

The Directors welcome well-formulated and imaginative proposals. The guiding principle is that the training and development activity offered must be innovative and of the highest quality, and involve staff at more than one of the three Northern Bridge universities working in collaboration with one another and, where appropriate, with representatives of the Northern Bridge Strategic Partners and/or other non-HEI partner organisations. Amongst training events supported by the Northern Bridge CDF are: 'Geographical Information Systems for Archaeology and related Humanities subjects: Beginners-Intermediary level' at Newcastle and Durham universities, a Latin Palaeography Summer School at Durham University, 'The Art of Misdirection: a symposium in response to the films of Omer Fast' at BALTIMORE: Centre for Contemporary Art, and 'Working with Archives: A Northern Bridge symposium' at The Wordsworth Trust, Grasmere.

The main purpose of the AHRC's Northern Bridge Training Grant is to pay for the costs of the training and development of Northern Bridge-funded students. However in the case of the CDF, AHRC permits us to use the grant to pay for the costs of non NB-funded PhD students at the three universities, too, provided that there is capacity for them after the training has been advertised first to the Northern Bridge students. We are particularly keen to ensure that the AHRC grant benefits as many Arts and Humanities PhD students as possible at our three universities, however they are funded.

AHRC's Definition of the Scope of the CDF

It's essential that those submitting proposals are mindful of the AHRC's distinction between the SDF (Student Development Fund) and the CDF. The SDF is to be used 'to support an appropriate range of training for individual AHRC-funded students according to their individual needs'. The CDF is to be used 'to support innovative training and development activities for the wider cohort of DTP [...] funded students. Generally, these activities should be accessible to the entire cohort of DTP [...] funded students. In some cases, more focussed subject-specific activities may be provided, but these should be open to all eligible students' (AHRC 'Training Grant Funding Guide', pp. 10, 12: <http://www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/training-grants-and-training-grant-funding-guides/>) .

Please note that (i) this call relates to use of the CDF, not the SDF and (ii) the AHRC states that it does 'not expect the CDF to be used to support any existing infrastructure, to reimburse the costs of university or partner staff resources such as Travel and Subsistence, or to be used to support activities that would normally be supported by ROs'. 'The CDF is intended to be used to reimburse the travel, subsistence and accommodation costs incurred by Northern Bridge-funded students and otherwise-funded PhD students in the Arts and Humanities at Newcastle, Durham and Queen's attending these events, and may also be used to cover the costs of external facilitators where these are essential to the success of the event. Travel, accommodation and subsistence expenses incurred by Northern Bridge Strategic Partner staff will be reimbursed by the relevant University. It is possible for us to use the grant to pay the costs of room hire if a Strategic Partner hosts the event. In summary:

- CDF can fund:
 - Expenses and fees for external facilitators/ trainers;
 - Student mobility and accommodation;
 - Research equipment and assistance (in exceptional circumstances).
- CDF cannot fund:
 - Internal staff costs (fees, expenses, etc.);
 - Any other costs normally met by university core funds;

Method of Application

There is no application form for this call. Applicants are required to submit proposals of between one and two sides of A4 (c.500-c.1000 words). The name of a lead contact who should be a member of staff at one of the three Northern Bridge universities, as well as the names and institutional affiliations of all those contributing to the delivery of the training, should be provided.

Applications should indicate whether what is proposed is a single activity or a programme of events/sessions through the year. Please also indicate what provision is required from the universities' IT services.

Please also include indicative costings.

Timetable

The lead applicant should ensure that the proposed event(s) does not clash with scheduled Northern Bridge-funded training events. Please submit the complete proposal to the Northern Bridge DTP Administrator in your institution by midday on **Friday 30 November 2018** or midday on **Friday 31 May 2019**:

Newcastle University	northernbridge.admin@newcastle.ac.uk
Durham University	northernbridge.admin@durham.ac.uk
Queen's University Belfast	northernbridge.admin@qub.ac.uk

The Academic Directors will consider proposals as soon as possible and will aim to notify applicants of the outcome of their applications within 20 working days. In the case of applications that are unsuccessful, brief feedback will be provided. Unsuccessful applicants may be invited to re-apply by a subsequent deadline.

For those whose applications are successful, the Directors ask you to:

- Ensure that the AHRC Northern Bridge DTP funding is acknowledged in publicity relating to your event/s and that the AHRC and three university logos are appropriately used.
- Elicit feedback from participants following the event, to be forwarded to your local Northern Bridge Administrator.

Support

Northern Bridge administrators can assist with publicity, first amongst Northern Bridge-funded students and then the non-Northern Bridge-funded students across the three universities depending on event's capacity and demand. However, the administrators cannot provide resource to help organise the event. It is expected that applicants responding to this call can source administrative support at local level within their School, Department or Institute.

The safety and wellbeing of students is of the utmost importance, and we ask that event organisers arrange to collect participants' next-of-kin details. In the event of an emergency, event organisers should be in a position to notify next-of-kin and the relevant University

office(s), particularly during events taking place off-campus. Local administrators can assist with advice on what to do in an emergency involving student participants.

Funding

In most cases, the agreed amount of funding will be transferred to a cost centre/internal account in the lead applicant's School, Department or Institute to be drawn upon at a local-level in line with the approved costings. Any unspent funds must be returned to Northern Bridge.

8.3 JeS RCUK Joint Electronic System (JeS)

Queen's specific ONLY: AHRC funded PhD students have been contacted regarding the RCUK requirement to complete an online studentship form on the RCUK Joint Electronic System (JeS). The student has been asked to consult with their supervisor regarding the **"Project Details section"** to be completed (maximum 4000 characters) to ensure that nothing sensitive or confidential is included in the summary and that it is suitable for publication for a non-academic audience. The project data held on JeS will be included in the "Gateway to Research" web-based portal. JeS guidance will be issued by your institution.

Supervisors of AHRC students should also complete the "Research Training Details" section to detail any training needs identified with the student and explain how the student's training needs will be assessed, met and monitored throughout the award period.

Access to view and edit the student's online JeS form will be provided by your institution to first supervisors. If you do not yet have a JeS account please would you create one as soon as possible to facilitate this.

9. Governance and Management of NB

The Northern Bridge governance framework aims to ensure that students play a central and active role within a management structure that is efficient, forward-looking, integrated into existing institutional structures and responsive to our external stakeholders. You'll find detailed Terms of Reference for each of the committees on the following pages. Students are represented at all Forums and Committees, with the exception of the Studentships Committee.

9.1 The Role of the Student Representative

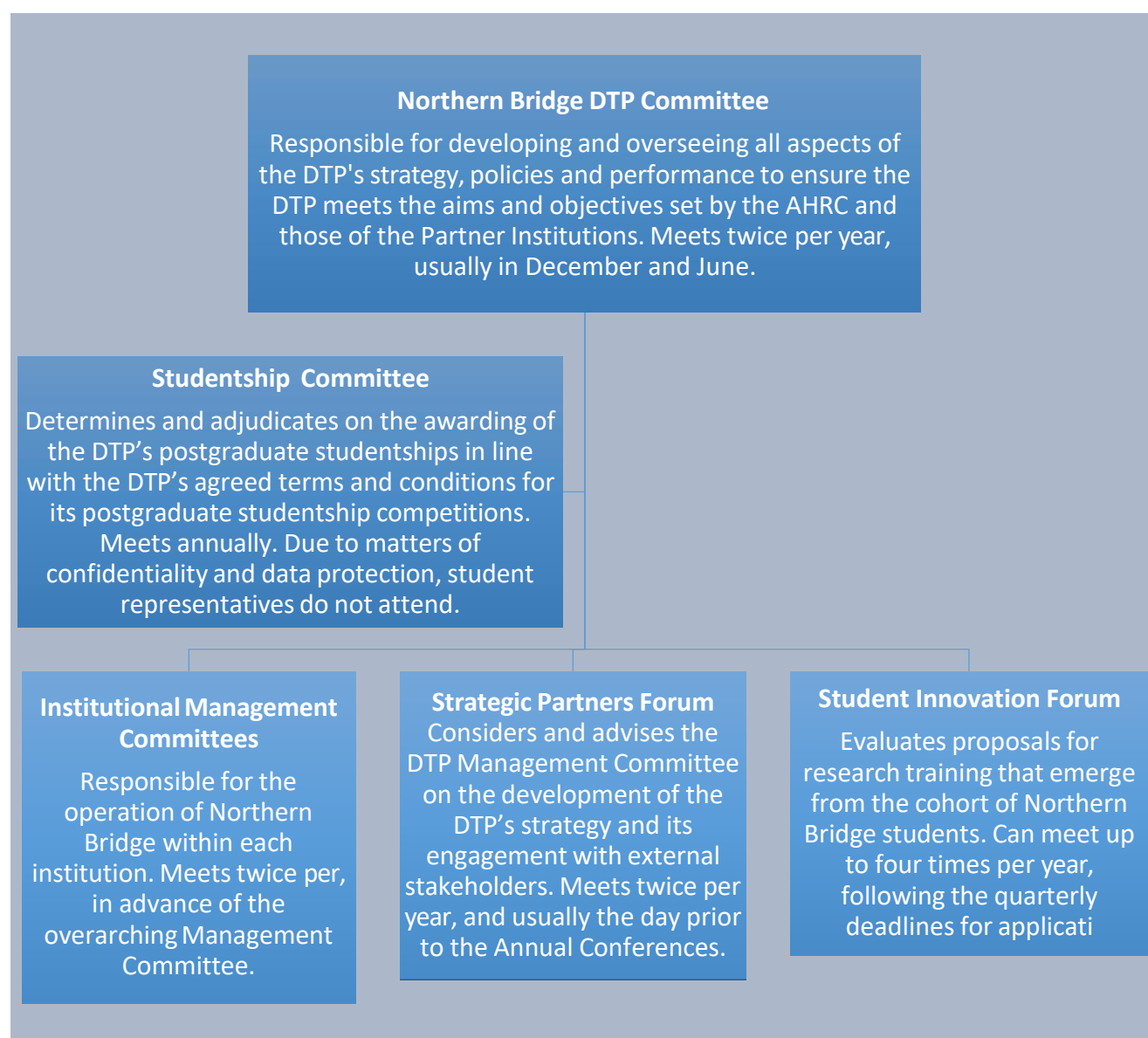
To represent both your cohort and subject panel within your institution. There is an expectation that you:

- Agree to have your institutional contact address shared with the wider cohort.
- Host an informal pre-meeting of approximately 1 hour with Northern Bridge award-holders in your institution, or by other means, elicit their comments, concerns, and

issues prior to each Committee/Forum.

- Attend each meeting (approximately 1.5 hours) of your respective Committee/Forum, and be prepared to orally report on issues raised by award-holders. There is no requirement for representatives to meet to formalise their oral reports to the committee, but you should feel free to share your findings, particularly if one or more representatives are unable to attend.
- Representatives can expect a time commitment of approximately 5 hours per academic year, plus occasional e-mail exchanges with the Academic Director and peers (e.g. if there is a particular issue on which urgent consultation is needed). Representatives serve their Committee/Forum for one academic year.

9.2 Governance Structure and Committees





National Productivity Investment Award

This section of the handbook has been produced by the NPIF Administrators and Directors at Newcastle University, Durham University, Northumbria University, University of Sunderland and Queen's University Belfast, all of which are members of two consortia. These are the Northumbria-Sunderland Consortium and the Northern Bridge Doctoral Training Partnership, which were jointly awarded twelve NPIF studentships in 2017 and a further four studentships in 2018. Although you are very much part of the Northern Bridge cohort and most processes are the same, there are specialized elements to your PhD projects, which necessitates a bespoke section in this handbook.

Please note that your first port of call for any queries, application forms or expense claim processes is your institution. They will process any applications or requests you may have over the coming years.

All efforts have been made to ensure that the information contained in the Handbook is as accurate as possible; where errors are discovered, please inform the administrator at your institution.

Newcastle Administrator: Sarah Rylance	E: northernbridge.admin@newcastle.ac.uk T: +44 (0)191 208 6190
Durham Administrator: Hazel Reynolds	E: northernbridge.admin@durham.ac.uk T: +44 (0) 191 334 2927
Northumbria Administrator: Ashleigh Wilson	E: Rn.northumbria-sunderland-cdt@northumbria.ac.uk T: +44 (0) 191 226 5216
Sunderland Administrator: Diane Davis	E: diane.davis@sunderland.ac.uk T: +44 (0)191 515 2072
Queen's University Belfast Administrator: Lynda Mahon	E: northernbridge.admin@qub.ac.uk T: +44 (0) 289 097 2562

This handbook will be updated regularly so please ensure you are consulting the most current version.

Administrators will issue regular email bulletins regarding events, procedures and training opportunities. Please ensure you check your institutional email address on a regular basis for updates. **Please note that your first port of call for any queries is your institution.**

Useful links:

AHRC:

www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/dtps/

AHRC Northumbria Sunderland Consortium:

<http://nuweb.northumbria.ac.uk/nebgp/>

AHRC Northern Bridge Doctoral Training Partnership:

www.northernbridge.ac.uk

1. What does it mean to be a NPIF Student?

1.1 Your NPIF Responsibilities

- **Ambassador for the programme**
As an AHRC Funded NPIF student we expect you to represent the programme and acknowledge your studentship when attending conferences, submitting papers or speaking at events.
- **Student Representation**
As part of your studentship experience you are expected to participate in a wide range of events, including sitting on relevant Committees to represent the student body. For more information please contact your institutional administrator. You will be contacted by your local administrator in connection with elections for these Committees.
- **Participation**
As part of your NPIF Studentship you are expected to attend a range of mandatory events. These events are designed to enhance your PhD experience and stimulate interdisciplinary research. A list of these events is contained within.
- **Email etiquette**
Please ensure that you maintain the highest standard of email etiquette when corresponding with members of the NPIF team and other students. Please ensure that you observe best practice, as set out in your own institution's guidelines, when communicating with others.
- **JeS RCUK Joint Electronic System (JeS)**
JeS is a RCUK requirement and all NPIF students will have their information submitted to this system. This information is automatically submitted for students at Durham, Northumbria, Sunderland and Newcastle. Queen's students need to complete an online studentship form on the RCUK Joint Electronic System (JeS). Details in connection with this will be issued from Queen's Graduate Awards.
- **Interdisciplinary research**
In order to help stimulate and facilitate interdisciplinary research all Northern Bridge student institutional email addresses and research areas will be posted on the Northern Bridge SharePoint. If you want to OPT OUT of this please contact your relevant institutional administrator, otherwise it will be assumed that you are happy for this information to be published.

Open Access plays a huge and vital role in your research and we are keen to support you in this area. For more information on Open Access please refer to the RCUK website or contact your Open Access team within your home institution:

Newcastle – openaccess@ncl.ac.uk
Durham – openaccess.publishing@durham.ac.uk
Queen’s – openaccess@qub.ac.uk
Northumbria - openaccess@northumbria.ac.uk
Sunderland - barry.hall@sunderland.ac.uk

1.2 Our commitment to you

- Funding award
Each NPIF studentship is funded for 36 months, with the option of funding for a further minimum of one month and maximum of six months, as a placement.
- Responding to queries
We will endeavour to respond to all email queries within two working days, in normal circumstances. Please check the Handbook prior to emailing to ensure your query answer is not contained within.
- Acting on feedback
There are a range of channels through which you can feed information to the Directors. We will do our best to act on this information and inform students in a timely fashion.
- If you need help:
 - Taking a Leave of Absence
Should a LOA be required during your studentship for medical or personal reasons you must speak with your Supervisor as soon as possible. Please ensure you follow your own institutional protocol when taking a LOA and inform your local NPIF administrator. During your LOA your stipend payments will be suspended; if overpayment is made you will be liable for this and will have to repay.

2. Training Opportunities and Resources

2.1 Small and Large Research Grants

These grants can be used to enable studentship award-holders to undertake overseas and UK study visits and fieldwork, attend conferences overseas and within the UK, and to cover other primary research costs, e.g. consumables or artist materials, that are essential to the satisfactory completion of the award-holder's thesis. The grants can be used to cover the costs of travel, additional accommodation, and other associated costs that are incurred as a result of the award-holder's trip. Successful applications may be supported in full or in part.

In addition, NPIF students receive £550 per year to support their relationship working with their named partner organization (e.g. travel costs for meetings). We ask that at the start of every academic year, the student draws up a short statement of how this fund will be used, that their supervisor signs this, and it is submitted to their local institution for our reporting to AHRC.

2.2 Student Development Fund

The Student Development Fund (SDF) can be used to enable studentship award-holders to identify or design training programmes tailored to their specific research, training and professional development needs. The emphasis is on skills development, as set out in your Training Needs Analysis or your original nomination form.

2.3 Student Innovation Fund

The Student Innovation Fund can be used to fund studentship award-holders to create innovative proposals for generic and specialised research training, e.g. digital skills.

2.4. Language Learning

The NPIF programme offers a wide range of learning opportunities these include the opportunity to advance your language skills in connection with your research and on a more generic basis.

For further information please contact your institutional administrator.

3. Placements

3.1 NPIF placement scheme

Each NPIF studentship is funded for 36 months, with the option of funding for a further minimum of one month and maximum of six months, as a placement. This placement is likely to be hosted by the partner organization, but does not have to be. It does not also have to be a full-time placement; it may be a part-time arrangement, to suit the needs of the student and host organization.

There are two kinds of NPIF Placement. One is student-led, the other partner/organisation-led. Placements are encouraged but not mandatory, and they may be hosted by your partner organisation or another organisation.

A **student-led** placement is initiated by the student, in consultation with their supervisors and the NPIF team. It will be planned to meet the student's individual training needs and career development goals. We seek to support innovative proposals in the most flexible and supportive way.

A **partner-led** placement will be advertised amongst the NPIF student body as and when the host organisation requires the input of a doctoral student to lead or co-lead a specific project.

3.2 The AHRC'S annual International Placement Scheme

The AHRC'S annual International Placement Scheme provides funded research fellowships at world-leading international research institutions for early career researchers, doctoral-level research assistants and AHRC-funded doctoral students. From 2017, IPS fellowships are available at:

IPS Fellowships Locations

Harry Ransom Center, The University of Texas at Austin, USA
Huntington Library, San Marino, California, USA
Library of Congress, Washington D.C., USA
National Institutes for the Humanities, Japan
Shanghai Theatre Academy, China
Smithsonian Institution, Washington D.C., US
Yale Center for British Art, New Haven, Connecticut, USA

<http://www.ahrc.ac.uk/funding/opportunities/current/international-placement-scheme-2018/>

3.3 Travelling abroad and residency requirements

Before travelling abroad, it is essential that you check your home institution's regulations regarding

PGR residency. Please note that you are bound by your home university's core regulations governing postgraduate programmes.

Students should keep their supervisors informed if they need to be absent for any reason, and must seek permission to base themselves away from their home institution if they plan to be absent for an extended period.

See below extract from the RCUK terms and conditions:

The student must live within a reasonable travel time of their Research Organisation or collaborative organisation to ensure that they are able to maintain regular contact with their department and their supervisor. This is to ensure that they are not isolated and get the full support, mentoring, training and access to facilities they need to complete their research successfully and to a high standard. The only exceptions to these requirements are to cover periods of absence that are an essential part of their study e.g. fieldwork, study visits or conference attendance.

It is not permissible for a student to hold two awards concurrently for the same purpose. Thus if a student were to gain an award such as a scholarship from another body for study abroad for one year, for example, the studentship should be suspended for that period.

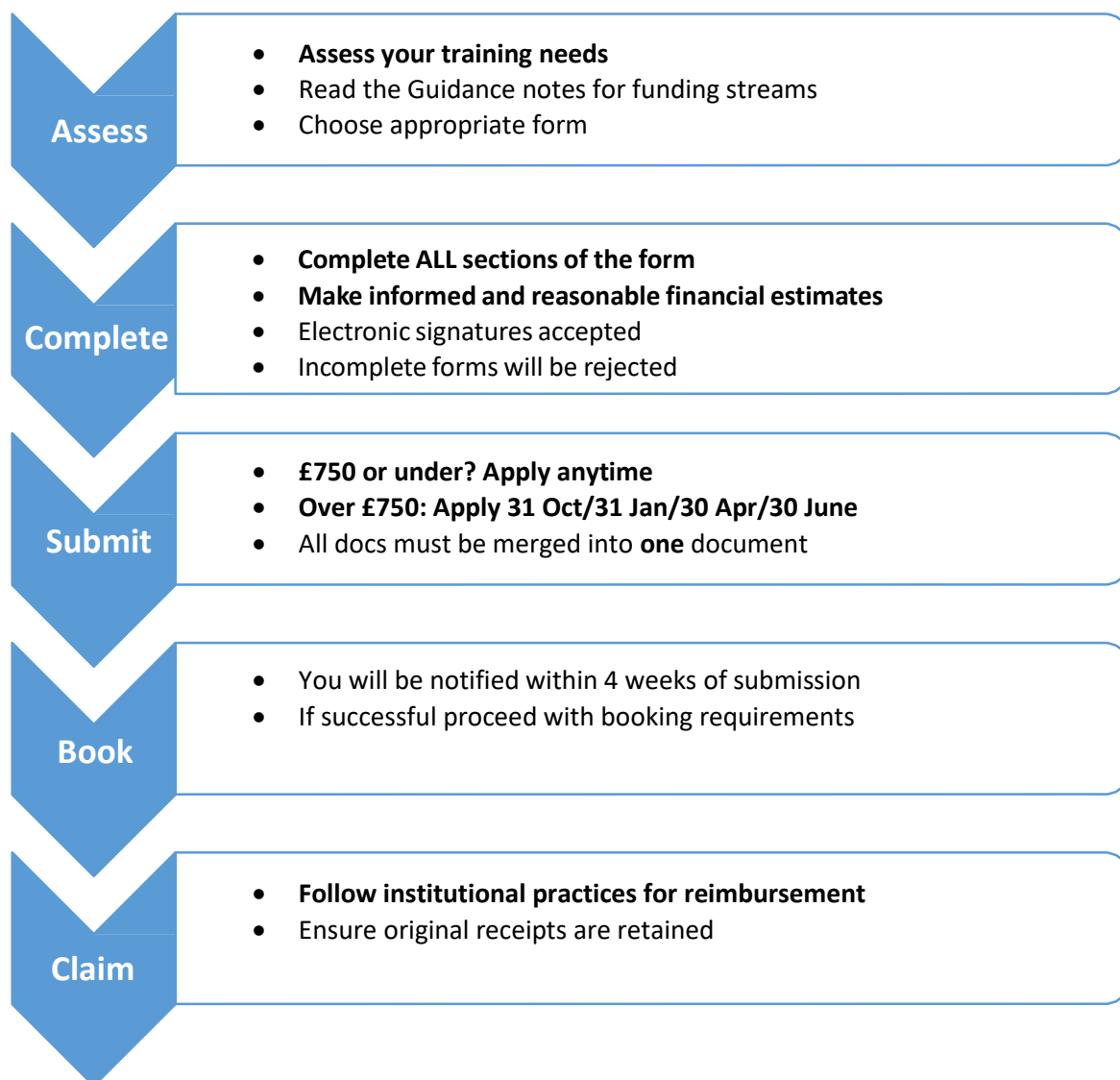
<http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf>

Students should also familiarise themselves with the regulations set out in the AHRC's training guide:

<http://www.ahrc.ac.uk/documents/guides/training-grant-funding-guide-2015-16/>

4. Finance

4.1 How to apply for funding



4.2 Forms you will need

All forms you will need to apply for funding are contained within this document. **All applications should be submitted to your local administrator.** Please ensure that you read the guidance notes carefully prior to completing the forms. Should you have any queries please contact your institutional administrator.

Please ensure that you are familiar with the AHRC's Training and Funding Guide at:
<http://www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/training-grants-and-training-grant-funding-guides/>

4.3 Eligible Costs and the Reimbursement of Expenses

The information below is relevant to:

- Small and Large Research Grants;
- the Student Development Fund (SDF);
- the Placement Scheme;
- expenses associated with Cohort Development events

Please be advised that under no circumstances should you pay any costs before submitting an application – approval of funding is not guaranteed. Similarly, retrospective applications for activities that have already taken place will not be considered.

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

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

Travel and Accommodation:

In the first instance students should familiarise themselves with their institutional policy regarding travel:

Newcastle: Check with your administrator **Durham:** Check with your administrator **Northumbria:** Check with your administrator **Sunderland:** Check with your administrator **Queen's:** [Travel Insurance and advice](#)

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 by the appropriate deadline 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**. Booking rail tickets online is significantly cheaper. Two single tickets are often cheaper than a return ticket. Costs of railcards are not reimbursed.

Air travel within the UK is not permitted (apart from obviously when having to attend training events as part of your NPIF experience e.g. summer school) 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 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>

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.

A case can be made for the above rates for longer stays where an alternative such as renting is not possible. In general, however, where stays **exceed seven days**, you should source economically priced accommodation through, for example, <http://www.universityrooms.com/>.

In the case of placements, where relocating for up to six months may be required, (the placement is more than 50 miles from your normal place of residence), you can apply for accommodation costs of not more than £400 per month. In exceptional cases, such as when placements take place in London or other high cost locations, the directors will consider awarding a higher rate on a case by case basis where you have provided evidence of the general cost of accommodation in the area.

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.

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.) Nor will we 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.
- You should familiarise yourself with the insurance policies for postgraduate students at your host institution before travelling.
- Childcare costs cannot be met.
- You will not be reimbursed for additional items that were not included in your funding application form without prior approval by NPIF.

Under no circumstances will the costs of **subsistence** be provided for under Small and Large Research grants, SDF or the Placement Scheme, 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; a voluntary 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.

In the majority of cases all support funding is provided on a reimbursement basis. NPIF approves all or part of the funding requested; you then make the purchases, and submit an expenses claim to your **host institution**. In exceptional cases, where the approved amount far exceeds an award-holder's monthly stipend, an advanced payment **may** be made directly to your bank account in line with your university's policies.

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. (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.

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.

While at cohort events, 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 cohort development events, such as the annual conferences and Completion and Leadership workshop. 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 an addition by the award-holder.

Claims must be made **within eight weeks** following the completion of the activity to which the expenditure relates.

You should be aware that the reimbursement of expenses is subject to the **Travel and Expenses Policies at your host institution** irrespective of the source of funding; and that expenses are not reimbursed by NPIF administration, but by the appropriate local finance teams.

A Note Regarding the Ownership of Equipment:

If you have been approved reimbursement for the purchase of any specialist equipment such as digital recorders, cameras, etc., you are reminded that all such items remain the property of NPIF. You are required to return to your local Administrator all items normally within two weeks of the end of your fieldwork, or data collection, etc., and no later than your latest thesis submission date.

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 notify your local Administrator.

5. Key Dates and Events

As part of your studentship there are a range of mandatory events to attend. The NPIF team will do their best to ensure that these dates are released and publicised in a timely fashion, however it is your responsibility to check with your local administrator prior to booking any holidays or leave. Please ensure that the below dates are in your diary.

5.1 Mandatory Events

The following events are planned for the NPIF student cohort in 2018/2019 and are **mandatory**:

- **NPIF Annual conference:** 7 November 2018 (Queen's Belfast)
- **Autumn Conference:** 8 and 9 November 2018 (for those starting in October 2018, Queen's Belfast)
- **Summer School:** 6 and 7 June 2019 (Durham)

If you are unable to attend a mandatory event you must submit a Leave of Absence form to your Intuitional administrator within the required time frame. This request needs to be signed by your Supervisor with a short statement supporting your LOA. This request will then be reviewed and you will be given a response within 1 working week. You must have a legitimate reason for non-attendance e.g. medical reasons, conference attendance, you should also submit any evidence in connection with your absence. **For part-time students, we expect you to attend, as far as possible and inform us of your attendance.**

5.2 Save the Date

Below are a range of events that you may be interested in attending but that ARE NOT mandatory. In most instances there will be limited space at these events so applying early is advised.

- Publishing in Academia Workshop, Newcastle 18 January 2019
- British School at Rome, 21-25 January 2019 Rome
- Wordsworth Trust-Northern Bridge symposium, 8 February 2019 The Wordsworth Trust, Grasmere
- 'Essential Video Production Skills for Research Students' (Beginners Level), 20 & 21 May 2019 London

6. Information for Supervisors

6.1 Supporting NPIF Students

A Brief Overview:

As part of its Industrial Strategy, the government announced a National Productivity Investment Fund (NPIF) last spring to support an additional 1000 PhD studentships to start on 1 October 2017.

The Northern Bridge Doctoral Training Partnership and Northumbria-Sunderland Consortium in Art and Design secured 12 awards, funded by the AHRC, to support research in the two areas identified as the focus of these awards: **Design** and **The Creative Sector**. The awards were made after a competitive recruitment process in July.

These 12 awards represent approximately 20% of the awards made nationally.

In an AHRC NPIF award, the project clearly falls within **Design** or **the Creative Sector**. These terms can be interpreted broadly, with the proviso that for the purposes of AHRC NPIF scheme, the term 'Creative Sector' refers to the economic and commercial aspects of artistic and cultural creativity (but does not necessarily entail working exclusively in partnership with the private sector).

Projects must include significant involvement of a **partner**.

Arrangements may include one or more of the following:

- (a) a member of the partner organisation within the supervisory team;
- (b) embeddedness of the student within an industrial/business/creative environment;
- (c) contribution of the partner to the student's training and development;
- (d) access to facilities and resources at the partner organisation;
- (e) a student placement with an industry partner.

Funding Available to Award-holders:

An award-holder is entitled to a studentship consisting of payment of tuition fees in full for the duration of the award at the Home/EU rate, and a maintenance grant at the standard RCUK rate: <http://www.rcuk.ac.uk/skills/training/>.

In addition, the AHRC has provided all doctoral consortia with the funding summarised below, and described in more detail elsewhere in this handbook. The award-holder's host institution is responsible for ensuring that costs incurred by students in participating in activities funded from the sources below are reasonable, and that these funds are used responsibly. We therefore ask that supervisors of award-holders make themselves familiar with the AHRC's Training and Funding Guide at:

<http://www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/training-grants-and-training-grant-funding-guides/>

In supporting an award-holder's application for funding, supervisors are asked to declare that they have read the relevant Guidance Notes and that the details provided by the award-holder are accurate; that they have assessed the academic need for the activity or training and deemed them a necessary contribution to the award-holder's primary research and in line with the AHRC's regulations for training grant funding.

Supervisors should note that the additional sources of funding are not a per year 'voucher' for each individual award-holder. All funds are pooled and managed directly by NPIF at the request of the AHRC. This means that award-holders can apply for funds in excess of, for example, the £200 per year notionally associated with grant.

In addition, NPIF students are eligible to receive £550 per year to support their relationship working with their named partner organization (e.g. travel costs for meetings). We ask that at the start of every academic year, the student draws up a short statement of how this fund will be used, that their supervisor signs this, and it is submitted to their local institution for our reporting to AHRC.

Funding Opportunities:

- Small and Large Research grants
- Student Development Fund (SDF)
- Student Innovation Fund (SIF)
- International Placement Scheme (IPS)
<http://www.ahrc.ac.uk/funding/opportunities/current/international-placement-scheme-2018/>

We ask supervisors to encourage their students to take advantage of the funding opportunities available, and to engage with their peers at the three universities.

6.2 The AHRC NPIF Cohort Development Fund (CDF)

The Cohort Development Fund (CDF) is used to support a number of mandatory events for Northern Bridge award-holders:

- An annual two-day Autumn Conference in October/November which provides an induction for students new to Northern Bridge.
- An annual two-day Summer School in June which offers themed, interactive training events that bring students in all three cohorts together from across the Consortium giving them opportunities for networking, professional development and peer support.

The Open Call

NPIF welcomes supervisors of NPIF students, as well as representatives of Strategic Partners, Postgraduate Research Directors, and our colleagues in Careers, Library, IT and Language Services to submit proposals for cohort training and development initiatives.

The Directors welcome well-formulated and imaginative proposals. The guiding principle is that the training and development activity offered must be innovative and of the highest quality, and involve staff at more than one of the three Northern Bridge universities working in collaboration with one another and, where appropriate, with representatives of the Partners and/or other non-HEI partner organisations.

AHRC's Definition of the Scope of the CDF

It's essential that those submitting proposals are mindful of the AHRC's distinction between the SDF (Student Development Fund) and the CDF. The SDF is to be used 'to support an appropriate range of training for individual AHRC-funded students according to their individual needs'. The CDF is to be used 'to support innovative training and development activities for the wider cohort of [...] funded students. Generally, these activities should be accessible to the entire cohort of [...] funded students. In some cases, more focussed subject-specific activities may be provided, but these should be open to all eligible students'.

Please note that (i) this call relates to use of the CDF, not the SDF and (ii) the AHRC states that it does 'not expect the CDF to be used to support any existing infrastructure, to reimburse the costs of university or partner staff resources such as Travel and Subsistence, or to be used to support activities that would normally be supported by ROs'. 'The CDF is intended to be used to reimburse the travel, subsistence and accommodation costs incurred by NPIF-funded students attending these events, and may also be used to cover the costs of external facilitators where these are essential to the success of the event. Travel, accommodation and subsistence expenses incurred by Partner staff will be reimbursed by the relevant University. It is possible for us to use the grant to pay the costs of room hire if a Partner hosts the event. In summary:

- CDF can fund:
 - Expenses and fees for external facilitators/ trainers;
 - Student mobility and accommodation;
 - Research equipment and assistance (in exceptional circumstances).
- CDF cannot fund:
 - Internal staff costs (fees, expenses, etc.);
 - Any other costs normally met by university core funds;

Method of Application

There is no application form for this call. Applicants are required to submit proposals of between one and two sides of A4 (c.500-c.1000 words). The name of a lead contact who should be a member of staff at one of the five universities, as well as the names and institutional affiliations of all those contributing to the delivery of the training, should be provided. Applications should indicate whether what is proposed is a single activity or a programme of events/sessions through the year. Please also indicate what provision is required from the universities' IT services.

Please also include indicative costings.

Timetable

The Academic Directors will consider proposals as soon as possible and will aim to notify applicants of the outcome of their applications within 20 working days. In the case of applications that are unsuccessful, brief feedback will be provided. Unsuccessful applicants may be invited to re-apply by a subsequent deadline.

For those whose applications are successful, the Directors ask you to:

- Ensure that the AHRC NPIF funding is acknowledged in publicity relating to your event/s and that the AHRC and five university logos are appropriately used.
- Elicit feedback from participants following the event, to be forwarded to your local Administrator.

Support

Administrators can assist with publicity across the five universities depending on event's capacity and demand. However, the administrators cannot provide resource to help organise the event. It is expected that applicants responding to this call can source administrative support at local level within their School, Department or Institute.

The safety and wellbeing of students is of the utmost importance, and we ask that event organisers arrange to collect participants' next-of-kin details. In the event of an emergency, event organisers should be in a position to notify next-of-kin and the relevant University office(s), particularly during events taking place off-campus. Local administrators can assist with advice on what to do in an emergency involving student participants.

Funding

In most cases, the agreed amount of funding will be transferred to a cost centre/internal account in the lead applicant's School, Department or Institute to be drawn upon at a local-level in line with the approved costings. Any unspent funds must be returned to NPIF.

7.3 JeS RCUK Joint Electronic System (JeS)

Queen's ONLY: AHRC/NPIF funded PhD students have been contacted regarding the RCUK requirement to complete an online studentship form on the RCUK Joint Electronic System (JeS). The student has been asked to consult with their supervisor regarding the **"Project Details section"** to be completed (maximum 4000 characters) to ensure that nothing sensitive or confidential is included in the summary and that it is suitable for publication for a non-academic audience. The project data held on JeS will be included in the "Gateway to Research" web-based portal. JeS guidance will be issued by your institution.

Supervisors of AHRC students should also complete the "Research Training Details" section to detail any training needs identified with the student and explain how the student's training

needs will be assessed, met and monitored throughout the award period.

Access to view and edit the student's online JeS form will be provided by your institution to first supervisors. If you do not yet have a JeS account please would you create one as soon as possible to facilitate this?

7. Governance and Management of NPIF

The NPIF governance framework aims to ensure that students play a central and active role within a management structure that is efficient, forward-looking, integrated into existing institutional structures and responsive to our external stakeholders. Students are represented at all Forums and Committees.

8.1 The Role of the Student Representative

To represent both your cohort and subject panel within your institution. There is an expectation that you:

- Agree to have your institutional contact address shared with the wider cohort.
- Host an informal pre-meeting of approximately 1 hour with NPIF award- holders in your institution, or by other means, elicit their comments, concerns, and issues prior to each Committee/Forum.
- Attend each meeting (approximately 1.5 hours) of your respective Committee/Forum, and be prepared to orally report on issues raised by award-holders. There is no requirement for representatives to meet to formalise their oral reports to the committee, but you should feel free to share your findings, particularly if one or more representatives are unable to attend.
- Representatives can expect a time commitment of approximately 5 hours per academic year, plus occasional e-mail exchanges with the Academic Director and peers (e.g. if there is a particular issue on which urgent consultation is needed). Representatives serve their Committee/Forum for one academic year.

Annex 1 Small and large grant schemes Guidance Notes

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 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
Queen's University Belfast	northernbridge.admin@qub.ac.uk

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.

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.

Annex 2 Small and large grant schemes Application Form

Small and Large Grant Schemes Application Form

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

Complete ALL sections.

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SECTION 1: TO BE COMPLETED BY THE AWARD-HOLDER

PERSONAL DETAILS

Name:	
Student Number:	
Institutional Email Address:	
Institution:	Choose an item.
School/Department:	
Primary Supervisor:	
Primary Supervisor Email Address:	
Application Scheme:	Choose an item.
Total Amount of Funding Requested:	£

DETAILS OF ACTIVITIES REQUIRING TRAVEL *(add more lines if necessary)*

DATE(S) FROM and TO	LOCATION(S)	REASON(S)

DETAILS OF MATERIALS/EQUIPMENT/SUNDRY ITEMS, FEES, etc. *(add more lines if necessary)*

ITEM(S)	REASON(S)

Case for Support: Describe the relevance of the activities/items listed above to your research:
(maximum 300 words)

ITEMISED COSTS (add more lines if necessary)

ITEM	ESTIMATED COST	EVIDENCE ATTACHED
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT OF FUNDING REQUESTED FROM NBCDTP:	£	
Have you secured supplementary funding from another source?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please state the source and the level of funding provided:	Source:	£

PRACTICAL ARRANGEMENTS AND DIFFICULTIES

Potential Risk or Hazard	Measures that will be taken to reduce any risk
Travel and Transport How are you getting to the activity you are undertaking? Consider the use of vehicles, roads, flights, visas, FCO advice. Risks to students and public of road/air accident causing risk of theft, injury, and fatality.	<ul style="list-style-type: none"> • If going overseas, I will check and adhere to FCO travel advice. • I will use the safest possible transport available. • I will use reputable taxi companies which must be fitted with seatbelts. • I will keep my luggage close and monitored at all times. I will only store my luggage in appropriately locked facilities. • If going overseas, I will take electronic copies or photocopies of my passport and any other documents. • I will check the FCO website frequently and will not be travelling to or through any areas advised against. <p>Add any additional control measures that are specific to your activity:</p>
Dealing with People and Cultural Differences Consider the home or office environment, safety in public places, culture, landowners, authorities, interviewees, lone working.	<ul style="list-style-type: none"> • I will do adequate research in preparation for my activity. • I will plan travel routes in commonly used areas and avoid areas of concern. I will use maps and other travel documents. • I will be aware of crowded areas, opportunistic theft and cultural sensitivity. • I will carry an adequate sum of money for the day but keep the amount to a minimum.

<p>Risk to students and members of the public of causing offence and confrontation. Risk of legal action and physical injuries.</p>	<ul style="list-style-type: none"> • If confronted, I will hand over whatever items the aggressors request and report the incident to police. • I will ascertain the security in place at the host institution and remain vigilant at all times. <p>Add any additional control measures that are specific to your activity:</p>																		
<p>Accommodation Risk to student of theft and exposure to aggressive behaviour. Risk of ill health due to unsafe living conditions.</p>	<ul style="list-style-type: none"> • I will use reputable accommodation and follow FCO, DTP and university guidance. • I will use available secure storage facilities for valuable items. • I will familiarise myself with emergency evacuation procedures and routes of evacuation upon arrival at my accommodation. • I will confirm accommodation security is in place as necessary. • I will take out any necessary accommodation insurance. <p>Add any additional control measures that are specific to your activity:</p>																		
<p>Health Consider food, drink (including clean water), environment, immunizations, allergies.</p>	<p>Add any control measures that are specific to your activity:</p>																		
<p>Location and/or Regional Factors Think of urban hazards, FCO safety and security advice, cold/hot environment, weather, animals, insect bites, cliffs/crevices, slopes, deep water, tides, soft sediments.</p> <p>Risks may include extreme weather conditions, wild life, physical threats, natural disasters, and/or civil disorder.</p>	<ul style="list-style-type: none"> • I will not travel alone. • I will not travel in high risk areas. • I will not work alone. • I will observe local advice. <p>Add any additional control measures that are specific to your activity:</p>																		
<p>Activity Specific Think of river crossing, instream sampling, entering caves, coring, conducting interviews and observations.</p>	<p>Add any control measures that are specific to your activity:</p>																		
<p>Equipment Specific Thinks of heavy/hazardous equipment, sharp tools, electrical equipment, fragile equipment.</p>	<p>Add any control measures that are specific to your activity:</p>																		
<p>Other Hazards Please state any other risks or hazards you have identified.</p>																			
<p>Personal Protective Equipment (PPE) <i>Indicate on the list below which PPE is required for this fieldwork</i></p> <table border="1"> <tr> <td><input type="checkbox"/> Hi Viz Jacket</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> First Aid Kit</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Hard Hat</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Hiking Boots</td> <td><input type="checkbox"/> Dry</td> </tr> <tr> <td><input type="checkbox"/> Wellington Boots</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Waders</td> <td><input type="checkbox"/> Ear</td> </tr> </table>	<input type="checkbox"/> Hi Viz Jacket	<input type="checkbox"/>	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/> Hard Hat	<input type="checkbox"/>	<input type="checkbox"/> Hiking Boots	<input type="checkbox"/> Dry	<input type="checkbox"/> Wellington Boots	<input type="checkbox"/>	<input type="checkbox"/> Waders	<input type="checkbox"/> Ear	<p>Risk Control Measures <i>Indicate the standard risk control measures needed.</i></p> <table border="1"> <tr> <td><input type="checkbox"/> Adequate drinking water</td> </tr> <tr> <td><input type="checkbox"/> Sunscreen / insect repellent</td> </tr> <tr> <td><input type="checkbox"/> Notify land owners</td> </tr> <tr> <td><input type="checkbox"/> Obtain permissions</td> </tr> <tr> <td><input type="checkbox"/> Obtain local weather information</td> </tr> <tr> <td><input type="checkbox"/> Work in pairs/groups</td> </tr> </table>	<input type="checkbox"/> Adequate drinking water	<input type="checkbox"/> Sunscreen / insect repellent	<input type="checkbox"/> Notify land owners	<input type="checkbox"/> Obtain permissions	<input type="checkbox"/> Obtain local weather information	<input type="checkbox"/> Work in pairs/groups
<input type="checkbox"/> Hi Viz Jacket	<input type="checkbox"/>																		
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/>																		
<input type="checkbox"/> Hard Hat	<input type="checkbox"/>																		
<input type="checkbox"/> Hiking Boots	<input type="checkbox"/> Dry																		
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<input type="checkbox"/> Sunscreen / insect repellent																			
<input type="checkbox"/> Notify land owners																			
<input type="checkbox"/> Obtain permissions																			
<input type="checkbox"/> Obtain local weather information																			
<input type="checkbox"/> Work in pairs/groups																			

<input type="checkbox"/> Emergency Blanket	<input type="checkbox"/>	<input type="checkbox"/> Emergency details/medical form of participants	
<input type="checkbox"/> Survival Bag	<input type="checkbox"/>	<input type="checkbox"/> Mobile phone	
<input type="checkbox"/> GPS	<input type="checkbox"/>	<input type="checkbox"/> Insurance cover and documents	
Other Control Measures List any other PPE or control measures that will be used.			
Training Outline any specialist training needs to successfully carry out field tasks.			
Emergency Contact		Address/Telephone Number	
Nominated Emergency Contact		<i>Nominate a person whom we may contact if necessary (e.g. mother, father, spouse, partner):</i>	
Accommodation		<i>Provide the full address of your proposed accommodation:</i>	
Local Emergency and Medical Services		Ambulance: Police: Fire Service: Local GP/Medical Facility: Other:	
British Embassy/Consulate (if travelling overseas)			
University Travel and Health Insurance		Contact Details:	Policy Number:
University Emergency Contact		School/Institute Office number:	
DECLARATION:			
<i>"I confirm that I have read the accompanying Guidance Notes and understand and accept the terms and conditions of the NBCDTP Small and Large Grant Schemes Fund, and have submitted this application in line with those terms and conditions. I have provided a fully itemised estimate of costs and have assessed any risks associated with the activity. I undertake to inform the NBCDTP of any changes to the details outlined above. I have discussed this application with my supervisory team, and have their support."</i>			
Award-holder Signature:			
Date:		Click here to enter a date.	
SECTION 2: SUBMISSION			
<i>Please ensure the following supporting documents accompany your application:</i>			
Your original Research Proposal: <i>Please <u>do not</u> attach your full original NBCDTP Studentship Nomination</i>			<input type="checkbox"/>
An up-to-date Research Plan:			<input type="checkbox"/>
An up-to-date Training Needs Analysis:			<input type="checkbox"/>
Your latest Annual Progress Review: <i>New award-holders in the first year of their study are not required to submit this if their first review is yet to take place.</i>			<input type="checkbox"/>
Evidence to support your estimated costs:			<input type="checkbox"/>
Conference Participation: <i>Evidence that you have been invited to present and a copy of your abstract, if applicable:</i>			<input type="checkbox"/>

<p>A Supporting Statement from your Supervisor (Large Scheme Grant Applications Only): <i>Supervisor(s) should state the purpose of the activity or equipment/materials required, and describe why it is necessary for the successful completion of the award-holder's thesis (max 100 words).</i></p> <p><i>By supporting an award-holders' application, supervisors are confirming that they have read the accompanying Guidance Notes and that the details completed by the award-holder above are accurate. They have assessed the academic need for the activity or equipment/materials and deem them a necessary contribution to the award-holder's primary research and in line with the AHRC's regulations for Training Grant Funding:</i> https://ahrc.ukri.org/skills/phdstudents/post-graduate-funding-training/training-grants-and-training-grant-funding-guides/</p>		<input type="checkbox"/>
<p>The application should be merged into <u>one complete PDF document</u> in the order stated above and named using the following convention:</p> <p>Award Holder Surname + Initial_Host Institution_GrantScheme_Date DDMMYYYY e.g. SmithJ_QUB_GrantScheme_30062017</p> <p>Please e-mail the completed, signed form to the NBCDTP Administrator in your host institution:</p>		
Durham University	northernbridge.admin@durham.ac.uk	
Newcastle University	northernbridge.admin@newcastle.ac.uk	
Queen's University Belfast	northernbridge.admin@qub.ac.uk	

Annex 3 Cohort Development and Innovation Scheme Application

Cohort Development and Innovation Scheme (Student-led) Application Form

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

Complete ALL sections.

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SECTION 1: TO BE COMPLETED BY THE APPLICANTS

PERSONAL DETAILS	
Lead Applicant Name:	
Student Number:	
Institutional Email Address:	
Institution:	Choose an item.
School/Department:	
Co-applicant Names and Institutions:	
Total Amount of Funding Requested:	£
DETAILS OF THE PROPOSED EVENT/ACTIVITY	
Title:	
Date(s) (may be provisional):	
Outline details of the proposed event/activity under the headings below: (max 500 words in total)	
1. Aims and Objectives:	
2. Intended Beneficiaries:	
3. Mode of Delivery:	
4. Innovation and Risk:	

5. Profile-raising:		
6. Publicity and Evaluation:		
7. Proposed Venue and Rationale for Choice:		
8. Evidence of Demand:		
ITEMISED COSTS <i>(add more lines if necessary)</i>		
ITEM	ESTIMATED COST	EVIDENCE ATTACHED
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT OF FUNDING REQUESTED FROM NBCDTP:	£	
Have you secured supplementary funding from another source?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please state the source and the level of funding provided:	Source:	£
DECLARATION:		
<p><i>"I confirm that I have read the accompanying Guidance Notes and understand and accept the terms and conditions of the NBCDTP Cohort Development and Innovation Scheme, and have submitted this application in line with those terms and conditions. I have provided a fully itemised estimate of costs and have assessed any risks associated with the activity. I undertake to inform the NBCDTP of any changes to the details outlined above. I have discussed this application with my supervisory team, and have their support."</i></p>		
Lead Applicant Signature:		
Date:	Click here to enter a date.	

SECTION 2: SUBMISSION

Please ensure the following supporting documents accompany your application:

Evidence to support the estimated costs:	<input type="checkbox"/>
A proposed training or conference plan, programme, or outline:	<input type="checkbox"/>
Evidence of the interest in the above event/activity:	<input type="checkbox"/>

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

Award Holder Surname + Initial_Host Institution_SIF_Date DDMMYYYY
e.g. SmithJ_QUB_SIF_30062017

**Please e-mail the completed, signed form to the
NBCDTP Administrator in your host institution:**

Durham University	northernbridge.admin@durham.ac.uk
Newcastle University	northernbridge.admin@newcastle.ac.uk
Northumbria University	
University of Sunderland	
Teesside University	
Queen's University Belfast	northernbridge.admin@qub.ac.uk
Ulster University	

Annex 4 Cohort Development and Innovation Scheme Guidance

Cohort Development and Innovation Scheme (Student-led) Guidance

NORTHERN BRIDGE DOCTORAL TRAINING PARTNERSHIP

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



Arts & Humanities
Research Council

Policy

The Cohort Development and Innovation Scheme (Student-led) funds innovative training programmes, events and activities. The AHRC Northern Bridge Consortium Doctoral Training Partnership (NBCDTP) Academic Directors will receive, evaluate, and prioritise innovative proposals for generic and specialised research training that emerge from the cohort of NBCDTP students.

Definitions

The lead applicant's "host institution" is the University at which the lead applicant is registered.

The "local NBCDTP Administrator" is the administrator or equivalent based at the lead applicant'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 Scheme can only be used to support activities proposed by AHRC NBCDTP-funded doctoral students actively registered at their host institution.

Proposals must not duplicate either existing provision or activities organised in response to needs identified in the Training Needs Analysis.

Proposals should be for activities that support training for groups of three or more students.

Proposals must be aimed at students from all seven NBCDTP institutions, though representation from all seven institutions at the event itself is not required.

The proposed expenditure must comply with AHRC regulations and the use of the Cohort Development Fund:

<https://ahrc.ukri.org/documents/guides/training-grant-funding-guide-2015-16/>

The Scheme can be used to cover the following costs:

- Travel, subsistence, accommodation and fees for external facilitators;
- Travel, accommodation and limited subsistence (in addition to venue catering) for NBCDTP award-holders;
- Purchase of essential consumables, such as materials for conference packs;
- Venue hire, and essential additional services such as the provision of Wi-Fi;
- Venue catering.

The Scheme **cannot** be used to cover:

- Internal staff (meaning all staff employed by an NBCDTP partner institution) costs or expenses;

- The cost of alcohol during, for example but not limited to, dinners and receptions.

Applying for Funding

Applications to the Scheme must have a named lead applicant, and will normally also have a supporting team of co-applicants representing at least three of the NBCDTP partner institutions. There is no limit to the number of co-applicants.

The lead applicant will be accountable to the NBCDTP for delivery of the activity and expenditure.

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

Applicants 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.

Applicants must ensure that all costs incurred are reasonable and in line with the lead applicant's 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 from venues, identified accommodation, etc.

Applicants are encouraged to ensure that all costs incurred are reasonable. For example, travel should be by the most economical means available and should be by standard-class public transport except in exceptional circumstances.

Applications must be submitted to the NBCDTP Administrator at the lead applicant'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.

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_CDIS_Date DDMMYYYY
e.g. SmithJ_QUB_CDIS_30062017

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

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

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

There is no maximum amount of funding that can be requested in a single application to the Scheme, but applicants should note that the Scheme fund is limited.

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.

Applicants are required to address the following:

(Examples provided are taken from previously successful applications.)

- **Aims and Objectives**

“This workshop aims to provide basic digital illustration skills in Adobe Illustrator to postgraduate researchers from different disciplines through intensive training by an experienced Adobe trainer. The workshop will be specifically tailored to participants’ needs. Participants will also learn about the use and value of digital illustrations within and beyond academia from an expert in Digital Humanities. Finally, participants will be able to put their newly learned skills into practice in a follow-up ‘Strategic Partner Project’ (SPP). Here, participants will work in small teams designing a product commissioned by real life ‘clients’ (Northern Bridge’s strategic partner institutions) who could use the end product in their exhibitions/displays. Thus, the course combines aspects of basic software training with public outreach and digital humanities skills.”

“CPCS is a residential symposium designed to address the training needs of Creative Practice PhD students who write theses led by the production of creative work. It provides intensive, specialised sessions and opportunities to present research in an appropriate environment to an audience of peers.”

- **Intended Beneficiaries (Including the skills to be gained by the lead applicant and co-applicants)**

“Participants will learn basic digital illustration skills in Adobe Illustrator. This will allow them to create informative images which convey complex ideas and concepts. These skills can be applied in their academic research (i.e. to illustrate their thesis and publications), but also beyond, for instance in communicating their research to a wider audience. Moreover, the SPP allows participants to gain valuable transferable organisational, planning, negotiation and communication skills. All of these can be applied directly in participants’ research, and will be equally beneficial in their future careers, whether academic or not.”

“The NBDTP consortium includes 24 Creative Practice students. Priority applications will be accepted from students in their 2nd, 3rd and final writing up years. 5 funded spaces will be allocated for non-NBDTP students with additional spaces calculated after initial NBDTP take-up confirmed. A maximum of 22 residential spaces are available consisting of 19 students and 3 facilitators. The symposium is informed by digital surveys and focus groups in the Creative Practice PGR group led by xxx, Research Fellow for Newcastle Institute for Creative Arts Practice (NICAP). CPCS draws from and contributes to xxx’s research, strengthening the NBDTP and NICAP partnership. The Lead Applicant is a contributing member of the Creative Practice PGR group. Hosting and organising the symposium will feed back directly into this group, demonstrates her skills as an engaged practice-led ECR and boosts career prospects in academia post-completion.”

- **Mode of Delivery**

“The workshop will consist of the following parts:

- *2x two days of computer based training (one day beginners, one day intermediate) for 10 participants in each workshop in Adobe Illustrator delivered by Christine Storey (external facilitator) of Can Consultants.*
- *One evening lecture on how to convey difficult academic concepts in simple illustrations (Digital humanities specialist).*
- *The SPP: practical sessions in which teams of 4-5 participants design illustrated information panels (or a similar product) commissioned by NB strategic partners (Wordsworth Trust, Tyne and Wear Archives & Museums (TWAM), BALTIC Centre for Contemporary Art).”*

“CPCS includes sessions led by three experienced student-nominated facilitators. In a digital survey, 91% and above respondents opted for:

- *talks and specialised thesis workshops led by recent Doctors in each field,*
- *sessions to facilitate discussion on practice-led research*
- *appropriate time and space for practitioners to present creative and critical components, and*
- *opportunities to give and receive in-depth peer feedback.*

Hosted at Hospitalfield, the innovative three-day symposium follows established models of professionally tutored residential training.”

- **Innovation and Risk**

“The proposed course is unique as it offers specifically tailored digital illustration training at various levels to individual postgraduate researchers. For newly trained participants to deliver a high quality product within a short time span to the client in the SPP is a risky and challenging, but equally highly instructive/informative undertaking.”

“The necessity to innovate this practice-led training event became apparent during the Thesis Bootcamp, led by and marketed toward students writing traditional 80k word theses. Creative Practice theses consist of a creative body of work and a 30k word critical component. CPCS is a low-risk project built upon advanced 'buy-in' from students through digital surveys and focus groups. 100% of Creative Practice PhD respondents agreed it was difficult to find professional training within their institution and their training needs require such a symposium to complete their theses.”

- **Profile-raising**

“This course raises Northern Bridge’s profile as it is the only tailored digital training course providing both intense training specifically tailored for academic postgraduate researchers and an opportunity to immediately put new skills in practice in a real world case study. The products of the SPP, if displayed in partner institutions, will be credited to the Northern Bridge, thus raising its profile further.”

“This symposium will raise NBDTP's reputation for delivering globally relevant practice-led research by expediting the timely completion of participating students. It fosters future collaboration by bringing together a strategic network of creative-critical practitioners. CPSC dovetails with Lead Applicant's Newcastle Centre for the Literary Arts (NCLA) student-led project 'Write Around the Toon' being relaunched in the 2017 academic year as 'Off-Site'. With NICAP support this takes the form of a module within the Faculty of Humanities and Social Sciences (HASS) training. Within the delivery of this training, the Lead Applicant will present and promote CPCS as an innovative NBDTP model in response to training need, promoting CPCS as an example of practical thesis training, collaborative discourse and creative showcasing to demonstrate the critical relevance of off-site research. Strengthening strategic partnerships and developing new ones, this presentation will also be delivered to current and prospective NBDTP partners, cultural venues across Newcastle-Gateshead with whom 'Off-Site' aims to host Practitioners in Residence. Continued use of Pop-Up banners here represent value for money in marketing a professional identity for Creative Practice within NBDTP.”

- **Publicity and Evaluation**

“The organisers have already gauged interest amongst the Northern Bridge cohort and recognised a significant interest in this course across different subjects. Before and after the event, the organisers will collect feedback via short questionnaires, which should allow this course and possible future ones to be tailored to participant’s needs even better.”

“An evaluative survey will capture key demographics and responses, including free text space for suggestions towards a future event. This will be distributed by email to all participants. Participants are encouraged to use social media to promote CPCS. We will collate these responses to boost Northern Bridge's profile, sharing on the social media account (co-run by the Lead Applicant) and elsewhere, as part of the delivery of 'Off-Site' in core HASS training and beyond.”

- **Proposed Venue and Rationale for Choice:** For reasons of health, safety and security, it is strongly recommended that activities take place at an NBDTP institution, or in the local region of an NBDTP institution. A strong rationale will be required for activities intended to take place off-campus, including an account of what actions will be taken to safeguard the health and safety of participants.
- **Evidence of Demand:** Applicants must provide a case or evidence for demand for the activity. For example, an applicant may, via their local NBDTP Administrator, contact the NBDTP cohort to seek expressions of interest in the proposed event **prior** to making an application.

Practical Considerations:

It is strongly recommended that due to the availability of space on university campuses, applicants consider the planning of events taking place during term-time at least six months in advance.

The lead applicant must consult the NBDTP Administrator at their host institution for clarification on the administrative support they can expect to receive and the availability of common requirements (venue hire, catering, etc.). Depending on the nature of the event, it is generally anticipated that the applicants will take responsibility for liaising with facilitators and speakers, for publicising, for the production of course materials, scheduling, etc., where administrators will handle payments to venues, accommodation, catering, etc.; i.e. actions where an exchange of funds is required.

In most cases, only active University vendors can be used for the provision of goods and services.

Due to stringent employment legislation, **under no circumstances** should applicants 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. Applicants 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.

As a student-led initiative, a senior member of academic or professional services staff will **not** normally be present as a lead to monitor or support the running of the activity. Applicant organisers are reminded of the high degree of responsibility they assume in leading such activities; that they are ambassadors for both their institution and the NBCDTP, and therefore expected to conduct themselves professionally during the event. Applicants can remind participants that they too should conduct themselves professionally and appropriately. Applicants should contact the Academic Director and local NBCDTP Administrator at the host institution either during, or as soon as possible after the event to report incidences of unsuitable behaviour, which may be subject to the appropriate disciplinary action by the relevant institution.

Conferences should be given particular consideration: proposed conferences with **no training component** will not be considered by the NBCDTP Academic Directors.

Allocation of Funds and the Source of Funding

The NBCDTP allocates the Scheme funds that are at its disposal via an open, transparent and equitable process, which is focused on meeting the needs and priorities of its award-holders. The Scheme is funded from the Cohort Development Fund (CDF), an additional sum provided to the NBCDTP by the AHRC to be used to support innovative training and development activities for the wider cohort of DTP-funded students.

There is no limit to the amount of funding that applicants can apply for each year, but the NBCDTP is obliged to select the most eligible applications for support, based upon the assessment criteria listed below, and its clear articulation in the Scheme application.

Assessing and Deciding Applications

Received applications are first checked by the local NBCDTP Administrator to ensure they are eligible for funding under the terms and conditions of the AHRC's Cohort Development Fund.

Applications are considered by all NBCDTP Academic Directors following the quarterly deadlines and are assessed against the following criteria:

Primary Criteria:

- The quality of the proposed training;
- Innovation in terms of content and/or format;
- A willingness to take risks;
- Likely value to the beneficiaries identified in the application;
- The potential to raise the profile of the NBCDTP;
- Value for money.

Secondary Criteria:

- The extent to which the proposal is interdisciplinary;
- The involvement of the NBCDTP Strategic Partners.

Applicants may be asked to refine, revise and resubmit their applications and/or discuss their plans with the NBCDTP Academic Directors at a number of stages throughout the application assessment process. Applicants are **not**

required to wait until the next quarterly deadline in order to submit revised applications.

It is anticipated that applications will be assessed **within four weeks of the respective deadline**. Applicants should bear these turnaround times in mind when applying for funding.

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) The NBCDTP, usually the local NBCDTP administrator, will arrange payment of the item(s) and service(s) on the applicants' behalf, once negotiated by the applicants;
- b) The NBCDTP will transfer funds internally to the lead applicant's home Department/School to purchase on the lead applicant's behalf;
- c) In some cases, an applicant will purchase item(s) of small value and submit receipts to their local NBCDTP Administrator so that reimbursement may be arranged. Applicants must therefore be prepared to make an initial outlay.

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

Funding is approved on condition that the applicants 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 lead applicant must inform their local NBCDTP Administrator. Any changes to an approved activity must be reported to NBCDTP Administrator at the lead applicant's host institution at the earliest opportunity, but will not usually require the resubmission of an application.

Monitoring and Reporting

At the end of the event, the applicants are required to complete and submit an evaluation (maximum 500 words). These reports must be submitted to the NBCDTP Administrator at the lead applicant's host institution within one month of the activity taking place. Reports will be reviewed by the NBCDTP Academic Directors. The information provided by applicants in their reports may be used by the NBCDTP to publicise the Scheme externally and the NBCDTP's wider activities, and those applicants may also be invited to participate or present at future NBCDTP 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
Queen's University Belfast	northernbridge.admin@qub.ac.uk

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

The guidance below is provided to individual claimants, but applicants to the Cohort Development and Innovation Scheme should bear in mind these principles and restrictions when calculating, for example, estimated costs of travel and accommodation.

*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.

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.

Rail travel by standard class only is permitted. 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.

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

- Childcare costs cannot be met.
- The costs associated with the care (kennelling, etc.) of domestic pets while on extended fieldwork, etc. cannot be met.

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 NBCDTP-funded 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 NBCDTP-funded 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 5 Cohort Development Fund (CDF) STAFF LED

Cohort Development Fund (CDF) (Staff-led) Application Form and Guidance

NORTHERN BRIDGE
CONSORTIUM DOCTORAL
TRAINING
PARTNERSHIP



Arts & Humanities
Research Council

SECTION 1: TO BE COMPLETED BY THE APPLICANT(S)

PERSONAL DETAILS		
Lead Applicant Name:		
Institutional Email Address:		
Institution:	Choose an item.	
School/Department:		
Co-applicant Names and Institutions:		
Total Amount of Funding Requested:	£	
DETAILS OF THE PROPOSED EVENT/ACTIVITY		
Title:		
Date(s) (may be provisional):		
Outline details of the proposed event/activity: (500-1000 words in total)		
ITEMISED COSTS (add more lines if necessary)		
ITEM	ESTIMATED COST	EVIDENCE ATTACHED
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>

	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT OF FUNDING REQUESTED FROM NBCDTP:	£	
Have you secured supplementary funding from another source?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please state the source and the level of funding provided:	Source:	£
SECTION 2: SUBMISSION		
<i>Please ensure the following supporting documents accompany your application:</i>		
A proposed training or conference plan, programme, or outline:	<input type="checkbox"/>	
Evidence of the interest in the above event/activity:	<input type="checkbox"/>	
<p align="center">The application should be merged into <u>one complete PDF document</u>.</p> <p align="center">Please e-mail the completed application to the NBCDTP Administrator in your host institution:</p>		
Durham University	northernbridge.admin@durham.ac.uk	
Newcastle University	northernbridge.admin@newcastle.ac.uk	
Northumbria University		
University of Sunderland		
Teesside University		
Queen's University Belfast	northernbridge.admin@qub.ac.uk	
Ulster University		

Guidance

The Cohort Development Fund (CDF) is used to support a number of mandatory events for Northern Bridge Consortium Doctoral Training Partnership (NBCDTP) award-holders, such as:

- An annual two-day Autumn Conference in October/November which provides an induction for students new to the NBCDTP.
- An annual two-day Summer School in June which offers themed, interactive training events that bring students in all NBCDTP cohorts together giving them opportunities for networking, professional development and peer support.
- An annual two-day Completion and Leadership Workshop in September that allows final year students to discuss professional practices designed to promote successful thesis completion, develop pathways to research impact and provide training in leadership and career planning.

The Open Call

The NBCDTP welcomes supervisors of award-holders, as well as representatives of Strategic Partners, Postgraduate Research Directors, and our colleagues in Careers, Library, IT and Language Services to submit proposals for cohort training and development initiatives.

There is one call every **October** with two deadlines for the receipt of proposals:

- **30 November** for an event, or events, to be scheduled from 1 March the following year.
- **31 May** for an event or events to be scheduled from 1 September that year.

The NBCDTP Academic Directors welcome well-formulated and imaginative proposals. The guiding principle is that the training and development activity offered must be innovative and of the highest quality, and involve staff at more than one of the seven NBCDTP partner institutions (Durham University, Newcastle University, Northumbria University, Queen's University Belfast, University of Sunderland, Teesside University and Ulster University), working in collaboration with one another and, where appropriate, with representatives of the NBCDTP Strategic Partners and/or other non-HEI partner organisations.

Previous training events supported by the fund include:

- *Geographical Information Systems for Archaeology and Related Humanities Subjects: Beginners-Intermediary Level* at Newcastle and Durham universities;
- *Latin Palaeography Summer School* at Durham University;
- *Working with Archives: A Northern Bridge Symposium* at The Wordsworth Trust, Grasmere.

In the case of the CDF, the AHRC permits us to use this portion of Training Grant to also pay for the costs of non-NBCDTP funded PhD students at the seven partner institutions, too, provided that there is capacity for them after the training has been advertised first to NBCDTP award-holders. The NBCDTP is particularly keen to ensure that the AHRC Training Grant benefits as many Arts and Humanities PhD students as possible at our partner institutions, however they are funded.

AHRC's Definition of the Scope of the CDF

It is essential that those submitting proposals are mindful of the AHRC's distinction between the Student Development Fund (SDF) and the CDF:

- The SDF is to be used 'to support needs-based training for individual students, in the form of development opportunities beneficial to a student's doctoral research.'
- The CDF is to be used 'to support innovative training and development activities for the wider cohort of DTP [...] funded students. Generally, these activities should be accessible to the entire cohort of DTP [...] funded students. In some cases, more focussed subject-specific activities may be provided, but these should be open to all eligible students.'

AHRC Training grant Funding Guide 2015-2016, pgs 10 and 12 refers:

<https://ahrc.ukri.org/documents/guides/training-grant-funding-guide-2015-16/>

The AHRC does **not** permit CDF to be used to support any existing infrastructure, to reimburse the costs of university or partner staff resources such as travel and subsistence, or to be used to support activities that would normally be supported by the institutions.

The CDF is intended to be used to reimburse the travel, subsistence and accommodation costs incurred by NBCDTP award-holders as a priority, and otherwise-funded doctoral students in the Arts and Humanities at the partner institutions also attending these events.

It may also be used to cover the costs of external facilitators where these are essential to the success of the event. Travel, accommodation and subsistence expenses incurred by NBCDTP Strategic Partner staff will be reimbursed by the relevant University. It is also possible to pay the costs of room hire if a Strategic Partner hosts the event. In summary:

The CDF **can** fund:

- Travel, subsistence, accommodation and fees for external facilitators;
- Travel, accommodation and limited subsistence (in addition to venue catering) for NBCDTP award-holders,

- and to otherwise-funded doctoral students in the Arts and Humanities to whom the event has been opened.
- Purchase of essential consumables, such as materials for conference packs, that cannot be provided by the lead applicant's own institution;
- Venue hire, and essential additional services such as the provision of Wi-Fi;
- Venue catering.

The CDF **cannot** fund:

- Internal staff (meaning all staff employed by an NBCDTP partner institution) costs or expenses;
- The cost of alcohol during, for example but not limited to, dinners and receptions.
- Any other costs normally met by university core funds;

Applying for Funding

Applicants are required to submit proposals of c.500-c.1000 words. The name of a lead applicant - who should be a member of staff at one of the partner institutions - as well as the names and institutional affiliations of all those contributing to the delivery of the training, should be provided.

Applications should indicate whether what is proposed is a single activity or a programme of events/sessions through the year.

Please also include indicative costings.

Applicants are strongly encouraged to gauge interest in their proposed event before submitting an application.

The NBCDTP Academic Directors will consider proposals as soon as possible following the above deadlines for submission, and will aim to notify applicants of the outcome of their applications within **20 working days of receipt**. In the case of applications that are unsuccessful, brief feedback will be provided. Unsuccessful applicants may be invited to re-apply by a subsequent deadline.

For those whose applications are successful, the Academic Directors ask you to:

- Ensure that the AHRC NBCDTP funding is acknowledged in publicity relating to your event/s and that the AHRC and NBCDTP logos are appropriately used.
- Elicit feedback from participants following the event, to be forwarded to your local NBCDTP Administrator (contact details above).

Administrative Support

Local NBCDTP administrators can assist with publicity, firstly amongst NBCDTP award-holders and then the otherwise-funded doctoral students in the Arts and Humanities across the partner institutions, depending on event's capacity and demand.

However, the administrators **cannot** provide resource to help organise the event. It is expected that applicants responding to this call can **source administrative support at local level** within their School, Department or Institute.

The safety and wellbeing of students is of the utmost importance, and we ask that event organisers arrange to collect participants' next-of-kin details. In the event of an emergency, event organisers should be in a position to notify next-of-kin and the relevant University office(s), particularly during events taking place off-campus. Local administrators can assist with advice on what to do in an emergency involving student participants.

Allocation of Funds

In most cases, the agreed amount of funding will be transferred to a cost centre/internal account in the lead applicant's School, Department or Institute to be drawn upon at a local-level in line with the approved costings. Any unspent funds must be returned to the NBCDTP.

Annex 6 Placement Scheme Application Form

Placement Scheme Application Form

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

Complete ALL sections.

NORTHERN BRIDGENDGE
CONSORTIUM DOCTORAL
TRAINING
PARTNERSHIP



Arts & Humanities
Research Council

SECTION 1: TO BE COMPLETED BY THE AWARD-HOLDER

PERSONAL DETAILS

Name:	
Student Number:	
Institutional Email Address:	
Institution:	Choose an item.
School/Department:	
Primary Supervisor:	
Primary Supervisor Email Address:	
Total Amount of Funding Requested:	£

PLACEMENT DETAILS

Host Organisation:	
Web Address and Contact Details:	
Proposed Start Date:	
Proposed End Date:	
Proposed Mode of Work:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
Proposed Pattern of Work:	

CASE FOR SUPPORT

Summary of placement activities and planned outcomes:

--

State how the proposed placement supports your training and development needs:

--

What will the host organisation provide in terms of space, equipment, supervision and other facilities and resources?

State the anticipated impact and knowledge exchange arising from the placement:		
How will your employability and career prospects benefit from the placement?		
What are the ethical considerations, if any? State how these have been, or will be addressed:		
ITEMISED COSTS (add more lines if necessary)		
ITEM	ESTIMATED COST	EVIDENCE ATTACHED
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
	£	YES <input type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT OF FUNDING REQUESTED FROM NBCDTP:	£	
Have you secured supplementary funding from another source?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please state the source and the level of funding provided:	Source:	£
PRACTICAL ARRANGEMENTS AND DIFFICULTIES		
Potential Risk or Hazard	Measures that will be taken to reduce any risk	
Travel and Transport How are you getting to the activity you are undertaking? Consider the use of vehicles, roads, flights, visas, FCO advice. Risks to students and public of road/air accident causing risk of theft, injury, and fatality.	<ul style="list-style-type: none"> • If going overseas, I will check and adhere to FCO travel advice. • I will use the safest possible transport available. • I will use reputable taxi companies which must be fitted with seatbelts. • I will keep my luggage close and monitored at all times. I will only store my luggage in appropriately locked facilities. • If going overseas, I will take electronic copies or photocopies of my passport and any other documents. • I will check the FCO website frequently and will not be travelling to or through any areas advised against. 	

	Add any additional control measures that are specific to your activity:
Dealing with People and Cultural Differences Consider the home or office environment, safety in public places, culture, landowners, authorities, interviewees, lone working. Risk to students and members of the public of causing offence and confrontation. Risk of legal action and physical injuries.	<ul style="list-style-type: none"> • I will do adequate research in preparation for my activity. • I will plan travel routes in commonly used areas and avoid areas of concern. I will use maps and other travel documents. • I will be aware of crowded areas, opportunistic theft and cultural sensitivity. • I will carry an adequate sum of money for the day but keep the amount to a minimum. • If confronted, I will hand over whatever items the aggressors request and report the incident to police. • I will ascertain the security in place at the host institution and remain vigilant at all times. Add any additional control measures that are specific to your activity:
Accommodation Risk to student of theft and exposure to aggressive behaviour. Risk of ill health due to unsafe living conditions.	<ul style="list-style-type: none"> • I will use reputable accommodation and follow FCO, DTP and university guidance. • I will use available secure storage facilities for valuable items. • I will familiarise myself with emergency evacuation procedures and routes of evacuation upon arrival at my accommodation. • I will confirm accommodation security is in place as necessary. • I will take out any necessary accommodation insurance. Add any additional control measures that are specific to your activity:
Health Consider food, drink (including clean water), environment, immunizations, allergies.	Add any control measures that are specific to your activity:
Location and/or Regional Factors Think of urban hazards, FCO safety and security advice, cold/hot environment, weather, animals, insect bites, cliffs/crevices, slopes, deep water, tides, soft sediments. Risks may include extreme weather conditions, wild life, physical threats, natural disasters, and/or civil disorder.	<ul style="list-style-type: none"> • I will not travel alone. • I will not travel in high risk areas. • I will not work alone. • I will observe local advice. Add any additional control measures that are specific to your activity:
Activity Specific Think of river crossing, instream sampling, entering caves, coring, conducting interviews and observations.	Add any control measures that are specific to your activity:
Equipment Specific Thinks of heavy/hazardous equipment, sharp tools, electrical equipment, fragile equipment.	Add any control measures that are specific to your activity:
Other Hazards Please state any other risks or hazards you have identified.	
Personal Protective Equipment (PPE)	Risk Control Measures Indicate the standard risk control measures needed.

Indicate on the list below which PPE is required for this fieldwork		
<input type="checkbox"/> Hi Viz Jacket	<input type="checkbox"/>	<input type="checkbox"/> Adequate drinking water
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/> Sunscreen / insect repellent
<input type="checkbox"/> Hard Hat	<input type="checkbox"/>	<input type="checkbox"/> Notify land owners
<input type="checkbox"/> Hiking Boots	<input type="checkbox"/> Dry	<input type="checkbox"/> Obtain permissions
<input type="checkbox"/> Wellington Boots	<input type="checkbox"/>	<input type="checkbox"/> Obtain local weather information
<input type="checkbox"/> Waders	<input type="checkbox"/> Ear	<input type="checkbox"/> Work in pairs/groups
<input type="checkbox"/> Emergency Blanket	<input type="checkbox"/>	<input type="checkbox"/> Emergency details/medical form of participants
<input type="checkbox"/> Survival Bag	<input type="checkbox"/>	<input type="checkbox"/> Mobile phone
<input type="checkbox"/> GPS	<input type="checkbox"/>	<input type="checkbox"/> Insurance cover and documents
Other Control Measures List any other PPE or control measures that will be used.		
Training Outline any specialist training needs to successfully carry out field tasks.		
Emergency Contact		Address/Telephone Number
Nominated Emergency Contact		<i>Nominate a person whom we may contact if necessary (e.g. mother, father, spouse, partner):</i>
Accommodation		<i>Provide the full address of your proposed accommodation:</i>
Local Emergency and Medical Services		Ambulance: Police: Fire Service: Local GP/Medical Facility: Other:
British Embassy/Consulate (if travelling overseas)		
University Travel and Health Insurance	Contact Details:	Policy Number:
University Emergency Contact	School/Institute Office number:	
DECLARATION:		
<i>"I confirm that I have read the accompanying Guidance and understand and accept the terms and conditions of the NBCDTP Placement Scheme Fund, and have submitted this application in line with those terms and conditions. I have provided a fully itemised estimate of costs and have assessed any risks associated with the activity. I undertake to inform the NBCDTP of any changes to the details outlined above. I have discussed this application with my supervisory team, and have their support."</i>		
Award-holder Signature:		
Date:		Click here to enter a date.
SECTION 2: SUBMISSION		
Please ensure the following supporting documents accompany your application:		
Your original Research Proposal: Please <u>do not</u> attach your full original NBCDTP Studentship Nomination		<input type="checkbox"/>

An up-to-date Research Plan:	<input type="checkbox"/>
An up-to-date Training Needs Analysis:	<input type="checkbox"/>
Your latest Annual Progress Review: <i>New award-holders in the first year of their study are not required to submit this if their first review is yet to take place.</i>	<input type="checkbox"/>
Evidence to support your estimated costs:	<input type="checkbox"/>
A Letter of Support from the host organisation:	<input type="checkbox"/>
A Supporting Statement from your Supervisor: <i>Supervisor(s) should outline their support for the placement, commenting on the planned activities and outcomes; support and facilities to be provided by the Host; anticipated impact and knowledge exchange arising from the placement; and any practical arrangements, difficulties or ethical considerations (max 100 words).</i> <i>By supporting an award-holders' application, supervisors are confirming that they have read the accompanying Guidance and that the details completed by the award-holder above are accurate and in line with the AHRC's regulations for Training Grant Funding:</i> https://ahrc.ukri.org/skills/phdstudents/post-graduate-funding-training/training-grants-and-training-grant-funding-guides/	<input type="checkbox"/>
<p>The application should be merged into <u>one complete PDF document</u> in the order stated above and named using the following convention:</p> <p style="text-align: center;">Award Holder Surname + Initial_Host Institution_Placement_Date DDMMYYYY e.g. SmithJ_QUB_Placement_30062017</p> <p style="text-align: center;">Please e-mail the completed, signed form to the NBCDTP Administrator in your host institution:</p>	
Durham University	northernbridge.admin@durham.ac.uk
Newcastle University	northernbridge.admin@newcastle.ac.uk
Northumbria University	
University of Sunderland	
Teesside University	
Queen's University Belfast	northernbridge.admin@qub.ac.uk
Ulster University	

Annex 7 Placement scheme Guidance

Placement Scheme Guidance

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

NORTHERN BRIDGE DOCTORAL TRAINING PARTNERSHIP



Arts & Humanities
Research Council

Aims and Objectives

The NBCDTP is committed to providing its award-holders with the widest range of opportunities to:

- Apply their knowledge, skills and research in **non-academic** environments;
- Gain new skills and competencies that complement their postgraduate research and training; and
- Generate impact from their research and share the knowledge they have developed with non-academic actors and audiences.

To help achieve these objectives, the NBCDTP runs a Placement Scheme. The Scheme is responsive and supports award-holders to design their own placements, which are tailored to their specific research, training and career development needs.

The following principles underpin the Scheme:

- It is student-led: Award-holders are empowered to develop their own placements, working in partnership with their supervisory team.
- It is responsive and flexible: Award-holders have the opportunity to apply four times during the academic year for funding and the NBCDTP seeks to support innovative proposals in the most flexible and supportive way.

Award-holders and their supervisory teams are encouraged to actively explore possible placements with the Strategic Partners of NBCDTP and other appropriate non-HEIs. Advice may be sought at any time from the NBCDTP Academic Directors.

Definitions

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

The Scheme 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.

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

Applicants must be on course to submit their thesis by their latest thesis submission date, as confirmed by their most recent Annual Progress Review (or equivalent).

Award-holders may submit multiple applications to the Scheme, but can only receive funding for a placement or placements whose **total** duration is not more than 26 weeks during their funded period of study.

A single placement cannot be less than 4 weeks in duration.

Any **non-academic** organisation, based in the UK or abroad, in either the public, private or third sectors, can host a placement funded via the Scheme. However, proposed placements at organisations where it is apparent the existing skills of the award-holder will be used for commercial or financial gain with no clear opportunity for further skills development will not be considered. Universities and other organisations designated as a Higher Education Institution are not eligible to act as a host organisation, with the exception of museums, galleries, and cultural venues owned or managed by a University.

A placement can be full-time (four days per week) or part-time (two days per week). It is expected that award-holders will spend one day per week working on their thesis. The award-holder is responsible for negotiating their working pattern and reporting it to the NBCDTP so that their studentship can be extended accordingly.

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

If a placement is not directly part of the applicant's PhD programme (i.e. to be undertaken for purely personal reasons), or the applicant will receive a payment for the placement, then the studentship should instead be suspended. The AHRC does not expect a student to receive maintenance as part of an AHRC-funded studentship if that student will be earning money for a placement or internship that will cover the same basic costs.

Financial Support

Award-holders will continue to receive their standard stipend for the duration of the placement.

The award-holder's **studentship** will be **extended** by the length of the placement. However, it is the policy of the AHRC that the thesis submission date is **not** extended by the length of any placement undertaken.

Award-holders may apply for:

- Travel expenses to cover one return journey to the placement if relocation is required.
- Local travel costs directly related to required day-to-day activities while on placement, for example, site visits.
- Accommodation costs of not more than £400 per month for placements more than 50 miles from the award-holder's normal place of residence. In exceptional cases, such as when placements take place in London or other high cost locations, the NBCDTP Academic Directors will consider awarding a higher rate for accommodation costs to reflect the higher living costs where this is clearly evidenced in the application form.

Placement Scheme funding cannot be used to fund subsistence or utility bills. These costs must be met from the standard stipend.

The NBCDTP and the relevant internal department with responsibility for the payment of stipend and tuition fees will arrange for any necessary changes to the award-holder's studentship.

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 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 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 placement will start 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_Placement_Date DDMMYYYY
e.g. SmithJ_QUB_Placement_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.

Applications received without a supporting statement from the award-holder's supervisor or the host organisation will be rejected without consideration. Where the primary supervisor is not available, applications may be supported by another member of the supervisory team.

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

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 a placement, (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 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:

£4,260/2 tuition fees +
£14,777/2 stipend =
£9,518.50 per studentship

(Note: The Student Development Fund also funds the Small and Large Grant Schemes.)

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 placement funding via the Scheme, 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 case for support, which must be clearly stated in the application to the Scheme.

Award-holders are encouraged to ensure that all costs incurred are reasonable. In particular, travel should be by the most economical means available and should be by standard-class public transport except in exceptional circumstances.

Award-holders must clearly itemise and state in their application the amount of funding sought and endeavour to make as accurate an estimate as possible. If, in exceptional instances where advanced payment has been made, following the submission of receipts, the award-holder’s costs are found to be less than the contribution made, a repayment will be requested.

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 Student Development Fund.

Applications 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); the evidence provided to support the stated estimated costs; the letter of support from the host organization; and the supporting statement from the award-holder’s supervisor(s).

Applications are assessed against the following criteria:

- **Contribution towards the award-holder’s training.**

How closely does the proposed placement support the award-holder’s training and development needs?

- **Support and facilities provided by the host organisation.**

What support, facilities and resources will the award-holders benefit from whilst on placement?

- **Impact and knowledge exchange to be realised.**

What impact is the placement anticipated to generate for the host organisation and/or more widely, and how will the award-holder support and effect exchange of knowledge between themselves and the host organisation? The NBCDTP must be satisfied that both the applicant and host organisation have clear expectations of their roles during the placement, and the placement will be mutually beneficial to both.

- **Career development.**

How will the award-holder's employability and career prospects benefit from the placement?

- **Ethical and practical considerations.**

Have the ethical or practical issues affecting the proposed placement been properly addressed?

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 NBCDTP Academic Directors must be satisfied that the placement 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 receipt**. Award-holders should bear this turnaround time 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 start the placement.

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.)

Establishing Approved Placements

Following notification of a successful application, the award-holder's host institution will follow its own institutional guidance for student placements, gaining the necessary authorisation for the placement to proceed. Award-holders may be asked to complete required documentation including, for example:

- Health and Safety Checklist
- Placement Approval and Risk Assessment
- Placement Learning Agreement
- Permission to undertake a period "outside study."

Should institutional authorisation for the placement not be gained the application will be invalid and cancelled.

A Placement Agreement between the award-holder's host institution and host organisation will be prepared and entered into prior to the commencement of an approved placement and following Health and Safety authorisation. This legal agreement will detail the roles and responsibilities of each party to the placement, confirm the facilities and support that will be provided to the student, and cover issues such as insurance coverage whilst the student is at the host organisation and intellectual property (IP).

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):

- e) **In the majority of cases:** the award-holder will purchase the service(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.
- f) 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 placement 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

Whilst award-holders are on placement they will remain registered at their host institution and continue to interact and engage with their supervisory team. In addition, they will continue to undergo Annual Progress Review according to the cycle determined by the start date of their PhD.

Award-holders will not be employed or have any form of contract of employment with their host organisation; however, award-holders may be required to sign a non-disclosure and/or confidentiality agreement to comply with their host organisation's data protection requirements and a Placement Agreement between the award-holder's host institution and their host organisation will be entered into for all approved placements.

Placement Terminations

Should an award-holder be required to terminate their placement earlier than planned for any reason they must inform the NBCDTP Administrator at their host institution immediately. Following notification of the termination the NBCDTP will liaise with the award-holder to complete the termination, make any financial adjustment necessary and ensure the award-holder's doctoral studies are not adversely affected.

Monitoring and Reporting

During placements award-holders will maintain contact with their supervisory team, who will continue to provide support and guidance.

At the end of the placement, supported award-holders are required to complete and submit a reflective report (maximum 500 words) detailing the skills and experiences that they gained, together with details of the work they conducted and any resulting impact generated from the placement. These reports must be submitted to the NBCDTP Administrator at the award-holder's host institution within one month of the placement 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 Scheme 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
Queen's University Belfast	northernbridge.admin@qub.ac.uk

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.

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.

Annex 8 Alumni Form

Northern Bridge – Alumni Form

We would like to create a Northern Bridge Alumni Group, in order to do this we are requesting that you provide the following details. We will not bombard you with information. We will only use your contact details to provide relevant and interesting news about our Northern Bridge activities.

NAME:	
PRIOR INSTITUTION:	
YEAR OF COMPLETION:	
AREA OF RESEARCH:	
CURRENT EMPLOYMENT:	
Northern Bridge holds and hosts a range of exciting events. Would you be willing to contribute to the following: (please tick)	
Conference	
Workshop	
Seminars	
If you are willing to participate in the above, or are interested in remaining a valuable alumni representative of Northern Bridge, please provide the below contact details:	
EMAIL:	
TELE:	
<i>Please note these details will not be passed to any 3rd parties but will be retained by the Northern Bridge Administration team.</i>	

Please email completed forms to your relevant administration team:

Durham - northernbridge.admin@durham.ac.uk

Newcastle - northernbridge.admin@ncl.ac.uk

QUB - northernbridge.admin@qub.ac.uk

Thank you for taking the time to complete this form.

Annex 9 Exemption Form

Northern Bridge Doctoral Training Partnership (NBDTP)

Request for Exemption from a Mandatory Northern Bridge Cohort Event

You are expected to attend mandatory cohort events unless you are prevented from doing so by circumstances beyond your control. Exemption must be sought from the Academic Directors. If you wish to request permission to miss a cohort event, please complete the following form, attaching supporting evidence (e.g. confirmation of participation at a conference or a placement, or a medical note), and email it to your institutional DTP administrator **at least one calendar month** in advance of the first day of the event in question. It is not possible for the Directors to grant exemptions for annual holiday leave.

All sections of this form must be completed, and the form must be typed.

Incomplete and handwritten forms will be returned to the applicant without consideration.

The application form and supporting documentation must be submitted as one complete PDF document.

Electronic signatures are permitted.

SECTION 1 - To be completed by the Award-holder:

Name:	
Student Number:	
Institution:	
School/Department:	
Main Supervisor:	
Contact Email:	
Name of the Northern Bridge Cohort Event:	

Please state the reason you are requesting permission not to attend the above event:

Please attach any supporting evidence that may be relevant.

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Signed:
(Award-holder):

Date:

SECTION 2 - To be completed by the Main Supervisor

A member of the supervisory team can complete and sign this section in the absence of the main supervisor.

Please state the reasons for your support of the above exemption request (max 100 words):

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SECTION 3- Submission:

Accompanying Documents: <i>Please ensure the following supporting documents accompany your application:</i>	
Evidence to support your request:	<input type="checkbox"/>

Your application should now be merged into one complete PDF document in the order stated above and named using the following convention:

Award Holder Surname + Initial_Host Institution_Exemption_Date DDMMYYYY
e.g. SmithJ_QUB_Exemption_30062017

Please e-mail the completed, signed form to the
Northern Bridge Doctoral Training Partnership Administrator in your host institution:

Newcastle University	northernbridge.admin@newcastle.ac.uk
Durham University	northernbridge.admin@durham.ac.uk
Queen's University Belfast	northernbridge.admin@qub.ac.uk