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

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| **SECTION 1: to be completed by the APPLICANT(S)** |
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| **PERSONAL DETAILS** |
| Lead Applicant Name:  |       |
| Institutional Email Address:  |       |
| Institution:  | Choose an item. |
| School/Department:  |       |
| Co-applicant Names and Institutions:  |       |
| Total Amount of Funding Requested:  | £      |
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| **DETAILS OF THE PROPOSED EVENT/ACTIVITY** |
| **Title:** |       |
| **Date(s) (may be provisional):** |       |
| **Outline details of the proposed event/activity:** *(500-1000 words in total)* |
|       |
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| **ITEMISED COSTS** *(add more lines if necessary)* |
| **ITEM** | **ESTIMATED COST** | **EVIDENCE ATTACHED** |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
| **TOTAL AMOUNT OF FUNDING REQUESTED FROM NBCDTP:** | £ |  |
| **Have you secured supplementary funding from another source?** | YES [ ]  NO [ ]  |
| **If Yes, please state the source and the level of funding provided:** | Source:       | £ |
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| **SECTION 2: SUBMISSION** |
| *Please ensure the following supporting documents accompany your application:* |
| **A proposed training or conference plan, programme, or outline:** |[ ]
| **Evidence of the interest in the above event/activity:** |[ ]
| **The application should be merged into one complete PDF document.****Please e-mail the completed application to the NBCDTP Administrator in your host institution:** |
| **Durham University** | northernbridge.admin@durham.ac.uk |
| **Newcastle University** | northernbridge.admin@newcastle.ac.uk |
| **Northumbria University** | northernbridge.admin@northumbria.ac.uk |
| **University of Sunderland** | faci-research@sunderland.ac.uk |
| **Teesside University** | research@tees.ac.uk |
| **Queen’s University Belfast** | northernbridge.admin@qub.ac.uk |
| **Ulster University** | northernbridge.admin@ulster.ac.uk |

**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 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. Proposals are welcome throughout the academic year but there is an expectation that they will be made at least six months in advance of the proposed event.

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 definition of the CDF:

*“The purpose of CDF is to support innovative training and development activities for the wider cohort of AHRC-funded students. Generally, these activities should be accessible to the entire cohort of DTP, CDT, or CDP funded students. In some cases, more focussed subject-specific activities may be provided, but these should be open to all eligible students. CDF is not intended to support needs-based training for individual students.”*

*AHRC Training Grant Funding Guide 2018-2019, pg 10 refers:*

<https://ahrc.ukri.org/skills/phdstudents/award-holders-terms-and-conditions/>

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 may also possible to pay the costs of room hire if a suitable venue cannot be secured on the campus of the host institution, but applicants are advised that the alternative venue must be an active university vendor. 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;

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 at their own cost – 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.

You must also check with your local NBCDTP Administrator regarding the host institution’s policy for External Speakers, if relevant. The lead applicant may be required to complete a Risk Assessment to assure the institution that the views of the speakers are not criminal, threatening, abusive, inciting hatred or drawing others into terrorism.

**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.

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| **Version Control** |
| Version | 1.5 |
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| Last Amended By | Sarah Rylance |