

London Arts & Humanities Partnership Research Extension and Placements Fund Regulations

IMPORTANT: Please read these regulations carefully before completing the application form.

1. Purpose of funding

The principal aim of the LAHP Research Extension and Placements Fund is to extend funding by up to 6 months for those AHRC students who wish to:

- Undertake substantive specialist skills training
- Undertake unusual extended fieldwork or spend long periods away with an international or external partner in a specialist development of their doctoral project or as opportunity to generate further impact from their research

2. Eligibility

Those eligible to apply to the LAHP Research Extension and Placements Scheme are:

- LAHP AHRC-funded graduate research students registered for MPhil/PhD research degrees at UCL, King's College London or School of Advanced Study.
- Other and non-AHRC funded graduate research students are **not** eligible to apply to this Fund.

3. Criteria

A LAHP research extension is a period of up to six months in which a student may take time out of his or her normal programme of research (year 2 or year 3) in order to engage in activity, collaborative in a wide sense, with a national or international body which:

- will enhance the impact of the research, or the international standing of the HEI and DTC,
- will have the effect of bridging a divide between academic research and the non-academic community (cultural bodies, industry, politics, policy, NGOs and so on),
- establish a professional relationship beneficial to a student's research and career prospects.

Any fieldwork involved must be carried out within the framework of such a relationship. The research extension cannot be used for fieldwork which is a regular and expected part of a doctoral research project.

The Research Extension and Placements Fund cannot be used to extend the writing up period.

Please take the following points into account before applying:

- a. The funds will be awarded on a case-by-case basis, and it is expected that any need to access the fund should normally be identified by the end of a student's first year of study as part of the skills audit undertaken each year and reviewed at regular monitoring meetings with the supervisory team.
- b. Applications must be submitted to LAHP by the relevant deadline (see below) at least 3 months month before the start date of the extension/placement. In all cases, applications received after the start date of

the extension/placement will not be considered.

- c. Research extensions will be paid in your final year (writing up period) but you will still be expected to submit within the same period (i.e. your submission date will remain the same).
- d. Please note that funding is not guaranteed. Each application is considered on its merits; the fund is limited and it will not always be possible to make an award.

The following requests will not be funded:

- Retrospective applications (for activities such as internships/placements etc that have already been undertaken or begun).

3. Deadline and submission of application

Applications for funding must be submitted to the LAHP Office by the deadlines indicated on the LAHP website <http://www.lahp.ac.uk/current-students/additional-funds-to-support-research-training/>

4. How to Apply

Please submit **an electronic copy** of the application form, together with supporting documentation (e.g. information about the activity, confirmation of placement/internship etc.).

Applications must be submitted by the deadline indicated on the website <http://www.lahp.ac.uk/current-students/additional-funds-to-support-research-training/>

Proposal

- Please use this section of the application form to explain how the proposed extension/placement will extend the impact of your thesis or enhance research and/or employability opportunities

Submitting the Application

Applicants should attach any supporting documentation to their application form.

- Graduate research students should pass the form to their Supervisor for endorsement.
- The Supervisor should write a supporting statement, and sign the application form. Electronic signatures will be accepted.
- The application should then be submitted to the LAHP Office by the relevant deadline.
- Please be aware that incomplete applications will be returned or rejected.
- You will receive written confirmation of the outcome (within approximately one month following the deadline).

6. Claiming an Award

If you are awarded funds, you will receive a confirmation of the extension and funds. Please note:

- Extension to stipends are tax-free and will be paid in accordance with the relevant LAHP Partner Institution payment schedule.

For any queries please contact Valeria Farruggia (v.farruggia@ucl.ac.uk), Tel: 0207 862 8734.