London Arts & Humanities Partnership
Research Extension Fund
Guidelines

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

1. General Regulations
The principal aim of the LAHP Research Extension Fund is to extend funding by up to 6 months (pro-rata for part-time students) for those LAHP AHRC-funded students who wish to:

- Undertake substantive specialist skills training.
- Undertake an extended period of fieldwork with an international or external partner in a specialist development of their doctoral project or as an opportunity to develop the impact and/or public engagement of the research.
- Develop the impact and/or public engagement of the research.
- Develop professional experience beneficial to their research and career prospects (for example through placement with a cultural or other external partner).
- Develop links between academic research and the non-academic community (cultural bodies, industry, politics, policy, NGOs and so on).

2. Eligibility
- LAHP AHRC-funded graduate research students registered for MPhil/PhD research degrees at one of the eight LAHP HEI partners are eligible to apply for funding from the Research Extension Fund.
- Applications for activities taking place during the unfunded writing-up year (CRS) cannot be accepted, even if submitted prior to your funding end date.
- The research extension cannot be used for fieldwork, which is a regular and expected part of a doctoral research project. Primary fieldwork activities are not allowed.

3. Guidance:
- 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 and reviewed at regular monitoring meetings with the supervisory team.
- Applications must be submitted to LAHP by the relevant deadline (see below) at least three months before the start date of the activity/placement. In all cases, applications received after the start date of the extension/placement will not be considered.
- Research extensions will be paid in your final year, but you will still be expected to submit within the same period (i.e. your submission date will remain the same). You should not enter the writing up period until after your research extension has been completed.
- Please note that funding is not guaranteed. Each application is considered on its merits. The LAHP Research Extension Fund is limited and it will not always be possible to make an award.
- This fund will not extend your submission deadline.
- Successful applicants will be required to submit a brief report when submitting the expenses claim.
4. How to apply

- Please submit an electronic copy of the LAHP Research Extension Fund Application Form, together with supporting documentation to the LAHP office.
- You will receive written confirmation of the outcome approximately one month after the closing date for applications.

4.1 Proposal

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

4.2 Supervisor endorsement and supporting documentation

- Applicants should must attach any supporting documentation to their application form.
- Applicants 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.

4.3 Deadline and submission of application

- Applications for funding must be submitted to the LAHP Office by the deadlines stated on the website: https://www.lahp.ac.uk/additional-funds-to-support-research-training/
- Supporting documentation is essential (for example information about the activity, confirmation of placement/internship etc.).
- Please be aware that incomplete applications will be returned or rejected.

5. Claiming an award

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

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

6. Reporting Requirements

Successful applicants are required to submit a LAHP Research Extension Fund Activities Report using the template available here. Please send this form to the LAHP office at info.lahp@london.ac.uk. Reports may be used for advertising of successful LAHP-funded activities on the LAHP website and for progress reporting to the AHRC.

For any queries please contact info.lahp@london.ac.uk