London Arts & Humanities Partnership
Research Support Fund (for awards up to £600)

Guidelines

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

1. General Regulations
The principal aim of the LAHP Research Support Fund is to assist LAHPAHRC-funded students to access research training and development by:

- Funding specialist training needs in the exceptional cases where these cannot be met from within the LAHP partnership.
- Supporting necessary research activities such as overseas and UK study visits, attending conferences, visits to archives, libraries, museums, or other fieldwork, running experiments and interviews, as well as travel, subsistence and course expenses for short training courses provided by non-HEI partners and external providers (where they are necessary for the successful completion of the doctoral project).
- Up to four allocations from this fund can be considered during a student’s programme of study.
- LAHP will fund a maximum total of £600 for any LAHP student (whether one, two, three or four applications are made).
- Funding requests for training should be related to needs identified in the applicant’s Training Needs Assessment.
- Please note that funding is not guaranteed. Each application is considered on its merits. The LAHP Research Support Fund is limited and there may be occasions when it is not possible to make an award.
- Successful applicants will be required to submit a brief report when submitting the expenses claim (see details at Point 5).

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 Support 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.

Retrospective applications:
- Requests to fund retrospective applications (for expenditure already incurred) will be accepted in order to facilitate students’ applications. However, retrospective applications must be received by the next available Additional Funds to Support Research Training deadline (as published on the LAHP website) in order to be considered for funding. Retrospective applications must cover activities that fall within funded periods.
3. How to Apply

- Please submit an **electronic copy** of the LAHP Research Support Fund Application Form, together with supporting documentation to the LAHP Office on info.lahp@london.ac.uk
- You will receive written confirmation of the outcome approximately one month after the closing date for applications.

3.1 Proposal

- Please use this section of the application form to explain how the proposed training/activities will benefit your thesis or research.

3.2 Costs and contributions

- Please give a full breakdown of all relevant expenses, justifying your costs and providing quotations as appropriate.
- Please be as accurate as possible in estimating your projected expenses.

3.3 Supervisor endorsement and supporting documentation

- Applicants **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.

3.4 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/](https://www.lahp.ac.uk/additional-funds-to-support-research-training/)
- Supporting documentation is essential (for example information about the course, fees, conference registration, ethics approval if required, etc.).
- Please be aware that incomplete applications will be returned or rejected.

4. Claiming an award

If you are awarded funds, you will receive a confirmation letter and an Expenses Form. Please remember to keep all original receipts (photocopies are not accepted), as proof of payment, as you will need to send them to the LAHP Office.

On completion of the training course or research visit/activities, please claim your award as follows:

- Complete the Expenses Form with **actual** costs incurred. The items for which you claim should be the same as those listed on your original application. Please do not claim for items you have not listed on your application form unless special circumstances have arisen and approval has been sought from the LAHP office.
- LAHP will reimburse travel, accommodation and conference registration expenses as they arise for awards made under the **LAHP Research Support Fund** only. Send your completed Expenses Form and any electronic recipients (e.g. booking confirmations) directly to info.lahp@london.ac.uk
- Original receipts for all expenses should be provided (photocopies are not accepted). You should provide receipts for each item you have listed on your expenses form. Please number the receipts and staple together in the order in which you have listed them. Paper receipts must be delivered to the LAHP office: Room 204, Senate House, School of Advanced Study, University of London, London WC1E 7HU (via the postal service or hand delivery is acceptable)
- If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
- Payment is via a personal payment.
- Please allow one month for payment to be processed.

5. Reporting Requirements
Successful applicants are required to submit a LAHP Research Support Fund Activities Report using the template available here. Please send this form to the LAHP office at info.lahp@london.ac.uk at the time of submitting your expenses claim. 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