London Arts & Humanities Partnership
Study Visit and Conference Participation Fund (for awards over £600)

Guidelines

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

1. General Regulations
The principal aims of the LAHP Study Visit and Conference Participation Fund are:

- To help meet expenses for UK or overseas study visits to conduct primary research.
- To support LAHP-AHRC funded students presenting a paper or a poster on their research at a conference.
- To support trips to collect research material directly relevant to the student’s doctoral work.
- To help meet expenses of field studies where the visits are essential to the satisfactory completion of the research/thesis, and which normally occur in the second year of the doctoral programme.

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 Study Visit and Conference Participation 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.

3. Guidance:
- Up to three allocations from this fund can be considered during a student’s programme of study. It is important to use this fund to support activities that will incur major costs (and to use the 'Research Support Fund' for less costly activities).
- LAHP will fund a maximum total of £2,500 for any LAHP student (whether one, two or three applications are made). The minimum amount of a single award will be £600.
- Funding requests 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 Study Visit and Conference Participation Fund is limited and there may be occasions when it is not possible to make an award.

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 which fall within funded periods.

4. How to apply
• Please submit an electronic copy of the LAHP Study Visit and Conference Participation 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.

4.1 Proposal
• Please use this section of the application form to explain how the proposed activity will benefit your research or thesis.

4.2 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.

4.3 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.

4.4 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/.
• Supporting documentation is essential (for example acceptance to present at the conference, letter from host for studyvisit).
• 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 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 (minimum £600 per claim) for awards made under the LAHP Study Visit and Conference Participation Fund only.
• Send your completed Expenses Form and any electronic receipts (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 Study Visit and Conference Participation 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