



## London Arts & Humanities Partnership

### Research Support Fund (for awards up to £3000)

#### 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 LAHP AHRC-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 or presenting at 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).
- LAHP will fund a maximum total of £3000 for any LAHP student (whether this is for a single application of £3000 or for multiple smaller applications)
- 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).

The guidelines for eligible costs have been extended to include the purchase of essential books and materials (e.g. art materials) that you have been unable to access in libraries, online or elsewhere during the Covid-19 pandemic. Books bought under this scheme should be treated as if they are library books, and will remain the property of LAHP, to be given back to LAHP once you are awarded your PhD. Applications can only be made for books not available online via your HEI, the Senate House Library or via the Public Books database of open access books from a wide range of university presses – [https://www.publicbooks.org/public-books-database/?fbclid=IwAROXByug2hpfyVW3VCZIPpyR\\_Olq166wrjBtd7IB-SAlpox5ZXXZR2TnGo](https://www.publicbooks.org/public-books-database/?fbclid=IwAROXByug2hpfyVW3VCZIPpyR_Olq166wrjBtd7IB-SAlpox5ZXXZR2TnGo).

Students can apply for additional materials (eg art materials) that they have been unable to access elsewhere and that are essential for their research. You will need to demonstrate in your application that these books and/or other materials are essential for your research, and that you have had no other means but to buy them yourself in order to proceed with your research.

## **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](mailto: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 LAHP ([info.lahp@london.ac.uk](mailto:info.lahp@london.ac.uk)) 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 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 email with an award letter and an Expenses Form. Please remember to keep all original receipts (scans, photocopies or clear images of the receipts are accepted), as proof of payment, as you will need to send them to the LAHP alongside your expense claim.

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.
- Ensure that you have signed the form under 'Claimant signature' and not under 'Authorised signatory name'.
- 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, any electronic receipts and scanned/photocopied/images of physical receipts (e.g. booking confirmations) directly to [info.lahp@london.ac.uk](mailto:info.lahp@london.ac.uk)
- You should provide receipts for each item you have listed on your expenses form. Please number the receipts in the order in which you have listed them. If possible, please submit the expense claim and evidence in a single PDF, with the evidence/receipts being in the order that you have listed them.
- Please also submit the excel version of the claim, as UCL Accounts Payable require this for data entry purposes and will not accept claims that are not accompanied with this.
- 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](mailto: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](mailto:info.lahp@london.ac.uk)**