



## London Arts & Humanities Partnership

### Research Extension Fund

#### Guidelines

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

#### 1. General Regulations

This fund extends funding by up to six months for those AHRC students who:

- Need to undertake substantive specialist skills training;
- Undertake long-term fieldwork or spend long periods away with an international or external partner as an integral part of their doctoral project or as opportunity to generate further impact from their research.

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 LAHP;
- 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.

#### 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.
- 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 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.

##### **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 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 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 (e.g. information about the activity, confirmation of the 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](mailto: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](mailto:info.lahp@london.ac.uk)**