



## London Arts & Humanities Partnership

### Language Fund (Individual applications must not exceed £350)

#### Guidelines

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

#### 1. General Regulations

The principal aim of the LAHP Language Fund is:

- This fund supports LAHP AHRC-funded students by providing them with opportunities to undertake language training, whether as essential research-related language acquisition or as skills enhancing the employability of students. This includes both modern languages and ancient languages that are not part of the LAHP language training programme.
- Please note that a large selection of language courses offered under the LAHP Core Training Programme are available at the King's College London Modern Language Centre (MLC).

#### 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 Language 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:

- LAHP assumes that normally individual language funding applications will be on average £350 each, although higher cost applications will be considered on a case-by-case basis.
- 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. LAHP aims to support language acquisition for all its students, however, the LAHP Language Fund is limited and there may be occasions when it is not possible to make an award.
- British Sign Language courses are covered by this Fund.
- Successful applicants will be required to submit a brief report when submitting the expenses claim.

#### 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.

## **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 outline how the proposed training will add value and benefit your research, which may include enhancing your employability skills (however, this cannot be the sole reason given).

### **4.2 Course fees & dates**

- Please provide the full course fee and dates.
- If requesting part funding for this training, please provide details and value of other funding sources. Please liaise with other funders to arrange the amount of their contribution.

### **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 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. evidence of language course costs)
- 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 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, 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 course fee expenses as they arise for awards made under the LAHP Language Fund only. Send your completed Expenses Form, any electronic recipients 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 tis.
- 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.**

## **6. Reporting requirements**

Successful applicants are required to submit a LAHP Language 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)**