

Student-led and Alumni-led Activities Fund

Guidelines

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

1. General Regulations

- The fund is open to applications from both current LAHP students (within their funded period) and alumni.
- Activities are open to all students within the LAHP consortium; however, applications to the fund must be led by a student who is in receipt of a LAHP studentship, or is a LAHP-funded alumnus/a.
- LAHP funding may be used to enhance existing provision or develop new activities. It will not usually be awarded to fund already-existing provision.
- LAHP cannot as a rule fund high-cost activities for small numbers of students (e.g. residential training outside of London for small groups).
- LAHP funding is designed to enhance the research environment in London. We will not usually fund projects to enable use of resources outside of London.
- LAHP will provide support for workshops, seminars and conferences that are led and organised by LAHP-funded students, and held in London, provided the conference theme and the call for papers aims to draw in students from across the consortium. Conferences can include collaboration with other DTPs. Interdisciplinary proposals (across Arts & Humanities, Social Sciences and beyond) are welcome.
- When an activity is led by an alumnus/a, this will need to be driven by current student needs and should benefit LAHP AHRC-funded students across the consortium.
- The maximum amount of funding provided for each activity is £3,000
- LAHP will provide the following travel refunds for conferences for academic and student speakers selected through the successful activity's call for papers:
 - contribution of up to £100 towards Standard class return train travel for those within the UK (with Advance and off-peak fares booked wherever possible);
 - contribution of up to £100 towards standard/economy class travel by rail or air for those travelling from within Europe;
 - contribution of up to £200 towards economy class travel by rail or air for those travelling from outside Europe.
- For invited speakers only (i.e. those approached directly by the organisers to speak at the conference) LAHP would cover the full travel costs (standard/economy class) and accommodation for the days of the conference (unless covered by their own institutions).
- Funding cannot be used to cover payments to salaried members of staff at either LAHP or non-LAHP institutions.
- Hourly rates for non-salaried members of staff (i.e. non-salaried speakers, artists) should be determined based on the published rates of the relevant LAHP HEI institution organizing the activity. Hourly rates may differ across institutions.
- Any agreed fee payments are subject to HMRC assessments and need to comply with UCL Procurement's regulations. The student or alumnus/a leading the activity will be required to submit the details of each agreed fee recipient to the LAHP Office as soon as funding is approved for the above checks to be conducted.
- The students leading the activity should check with their HEI finance/HR department about the employment status of hourly paid staff employed to undertake the activity. Alumni should check with the LAHP Office for advice.

- Funding cannot normally be used to cover payments to LAHP-funded students contributing to the activity, if their contribution is related to their own research programme.
- LAHP cannot cover travel costs to London for LAHP academics and students not based in London
- Childcare and other care costs (over and above normal costs (i.e. for evening / weekend events)) can be covered, and should be included in the proposed budget. As with other expenses, documentary evidence is required before expenses are processed.
- Entertainment and hospitality costs must not exceed the limits indicated in the UCL expenses policy (i.e. £40 max. per head for post-conference dinners which include only external speakers and the conference organising committee; otherwise £20 max. per head for all other catered receptions). For full details please see <https://www.ucl.ac.uk/finance/sites/finance/files/ucl-expenses-policy.pdf>

2. How to apply

- Please submit **an electronic copy** of the LAHP Student-led and Alumni-led activities Fund Application Form, together with supporting documentation to the LAHP office at info.lahp@london.ac.uk
- You will receive written confirmation of the outcome approximately one month after the closing date for applications.

2.1 Case for Support

- Outline the benefits of the proposed activity or project to students, and indicate whether you conceive it as subject-specific or interdisciplinary (both are welcome).
- Indicate how it will engage students/staff in more than one Department or academic unit across LAHP.
- Indicate how it is a significant development beyond already existing activity.
- Indicate whether it has follow-on potential or is a one-off activity.

2.2 Supervisor endorsement and supporting documentation (for current LAHP students only)

- 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.

2.3 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/training-cohort-development/phd-student-led-activities-and-alumni-activities-fund/>
- Please be aware that incomplete applications will be returned or rejected.

2. Claiming an award

If you are awarded funds, you will receive a confirmation E-Mail 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 the scanned versions to the LAHP Office.

On completion of the activity:

- Complete the Expenses Claim 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. If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
- Original receipts for the activity should be scanned and attached. You should provide receipts for each item you have listed on your expenses form.

- Where fee payments have been agreed, you will need to provide the contact details of the fee recipients to the LAHP Office as soon as funding is agreed. This will enable the LAHP Office to conduct the HMRC assessment and to check that the recipient meets UCL Procurement's requirements.
- Payment is via a personal payment.
- Please allow one month for payment to be processed.
- Send your completed Expenses Claim Form and any electronic receipts directly to info.lahp@london.ac.uk **together with the completed LAHP Student-led and Alumni-led Activities and Expenditure Report outlined below.**

2. Reporting Requirements

- Successful applicants are required to submit a LAHP Student-led / Alumni-led Activities and Expenditure Report indicating actual expenditure incurred. The report template is available on the LAHP website and can also be accessed [here](#):
- Please only indicate the expenses that you require LAHP to cover. Once the completed report is provided, the LAHP Office will transfer the funds.
- Please send the completed report to the LAHP office at info.lahp@london.ac.uk together with your Expenses claim form.
- Student-led / Alumni-led Activities 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