



## London Arts & Humanities Partnership

### Research Extension Fund

#### Guidelines

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

#### 1. Eligibility

LAHP-AHRC funded doctoral students registered for MPhil/PhD research degrees at one of the eight LAHP HEI partners can apply for an extension to their funding (fees and stipend) of up to six months. The maximum length of funding we can offer is up to 4 years for full-time students or 8 years for part-time students. Students who have already received 4 years of funding (excluding any paid leave) are not eligible to apply.

You may be eligible for an extension if you can demonstrate that you meet one or more of the following criteria:

1. **Skills acquisition:** your Training Needs Analysis has identified skills development needs (such as high-level language competency or demanding disciplinary-specific skills) and significant time will be needed to address these needs. There is a plan for how the development needs will be addressed. Training may already have been undertaken or started at the point of application.
2. **Complex methodology:** your project has complex factors that require additional time; for instance, the project requires knowledge of a second field of research or has complex creative or practice-based elements that will require additional time. There is a plan for how this additional time will be used.
3. **Change to project:** the scope of your project has changed from the original project plan as the research process has developed. This change has been agreed with supervisors and a plan for completion is in place.
4. **Placement:** You have arranged to undertake a placement of up to six months with an external organisation (see our guidance on placements).

#### ***Please note:***

- Your application will only be considered if you have the support of your supervisor and your university.
- Normal training needs, e.g. basic palaeography skills, knowledge of European languages for the purpose of reading secondary literature, will **not** be accepted as grounds for an extension, since they are expected to be met within the standard period of funding.
- The research extension cannot be used for fieldwork which is a primary and expected part of a doctoral research project.

- You may only apply for an extension in support of a placement if the opportunity will take place before submission of the thesis.
- If personal circumstances are affecting your ability to pursue your doctoral studies, you should speak to your supervisor in the first instance. This application process only relates to extensions to studentship funding on the grounds of individual research or training needs. For suspensions or interruptions to study you must follow your university's procedures and inform the LAHP team of your plans.

## 2. Additional 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.
- Approved extensions will result in the funding end date being adjusted accordingly. The expected thesis submission date is always the same as the funding end date and will follow accordingly. We expect that you have agreed on a realistic completion plan with your supervisor. You will be asked to confirm on the application form that you are confident you will be able to submit your thesis by your new proposed funding end date.
- Research Extensions only cover associated fees and stipend for the additional funded period and do not mean an approval of costs for any activities justifying the extension. Funds from the Research Training Support Grant must be requested separately via the usual process.
- Please note that funding is not guaranteed. Each application is considered on its own merits.

## 3. How to Apply

- To apply for an extension to your funded period, please complete and submit your application via FlexiGrant. You can apply for a planned extension at any point up to six months before your normal funding end date.
- You will receive written confirmation of the outcome within 15 working days of submission and your HEI will be notified.

### 3.1 Justification

- Please use this section of the application form to explain how you meet one or more of the criteria listed above. You do not need to give an extensive account of the substance of your project, but should justify the request for additional time in terms of the criteria. If applying in order to complete a placement, you should give full details of the placement, including dates and expectation of time to be spent working on it.
- You will need to demonstrate that if your application is successful, you will be able to submit your thesis by the revised funding end date at the latest.

### 3.2 Supervisor endorsement and supporting documentation

- Applicants must attach any supporting documentation to their application form.
- Applicants will be asked to provide the name and email address of their primary supervisor on the form who will then receive an automated request from the system asking them to provide a supporting statement. If you are unable to obtain approval/supporting statement from your supervisor, please [contact us](#) to discuss.

### 3.3 Deadline and submission of application

- Applications for funding must be submitted via FlexiGrant no less than 6 months prior to the current funding end date.
- Applications will be considered on a rolling basis and students can expect an outcome within 15 working days.
- 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.

### 4. Claiming an award

If you are awarded an extension, you will receive a confirmation via FlexiGrant and your HEI will be notified. Your stipend payments will continue as normal, up to your new funding end date. We expect students to remain fully enrolled up to the end of their funded period and not move onto writing up/CRS period or equivalent.

For any queries, please [contact us](#).