**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 per criteria. The maximum length of funding we can offer is up to the end of year 4 of registration 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. If you are applying on the grounds of skills acquisition, you must attach your Training Needs Analysis to your 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 significantly 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). If you are applying on the grounds of placement, you must attach the approved placement form to your application.

***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 and will fully conclude 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

- Extension requests are not automatically approved. These are only awarded if the academic panel finds enough justification and evidence (where applicable) were presented to demonstrate that an extension is required based on research needs.
- 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. The link can be found on the LAHP website. 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. Students are expected to clearly explain in their application how the reason for the request relates to the length of extension they are asking for.
- 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 confirm 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 email lahp@ucl.ac.uk 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, completion plan/timeline etc.).
- Please be aware that incomplete applications may be returned or rejected.

## 4. Research Extension Review Panel

### 4. 1 Composition

Each Research Extension Review Panel will be composed of two academic members of staff from the LAHP partner universities.

### 4.2 Conflict of Interest

- Panel members must declare any conflict of interest prior to reviewing applications.
- Where a conflict is identified, the member will be recused from the relevant case, and a substitute will be appointed.

### 4.3 Review process

The panel will review:

- The justification and evidence provided to demonstrate the need for length of extension requested
- Any mitigation measures taken by the project team to be able to remain in the original timeline

## 5. Claiming an award

If you are awarded an extension, you will receive a confirmation via email 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.

## 6. Appeals

As all applications will be reviewed by a panel made up of multiple academic staff members, it will not be possible to request an appeal if you disagree with the outcome of your application, based on the academic judgement.

However, if you think that the published process has not been followed, you may contact lahp@ucl.ac.uk to raise your concern. Please clearly mark your email Research Extension Appeal in the subject line. Your appeal and application will be reviewed by a panel in light of this new information.

For any queries, please contact us.

**Version control**

| 1.0 | 04 February 2026 | • Updated additional document requirements and clarified criteria <br> • Provided further clarification that approvals are not automatic <br> • Further details added on what is expected to be included in the justification section of the application <br> • New sections added about the panel review process and appeals |
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