LAHP | The LONDON ARTS & HUMANITIES PARTNERSHIP

LAHP Student-led Training Network Fund: Guidance

Aim

This fund is designed to support LAHP students to set up networks and organise associated training activities that complement the training and cohort development programme offered by LAHP. The scheme aims to enhance the research culture across the consortium by:

- funding a series of network-led events (including reading groups, seminars, visits and workshops) across LAHP institutions;
- developing networks that benefit LAHP students but are open to all students in partner HEIs;
- enhancing existing provision or developing new networks to benefit students and build connectivity across the consortium.

You can apply for up to £3,000 from this fund to support your activity.

Eligibility criteria

- All applications must involve **at least two** current LAHP students as co-organisers of the activity.
- Activities are funded by the LAHP Cohort Development Fund (CDF) and therefore must meet the terms and conditions for this fund heading as detailed in the AHRC Training Grant Funding Guide (section 2.3).
- This fund will only support activities that are organised to address identified training needs of the wider LAHP cohort and applicants must evidence on the application form that this criterion is met.
- Networks must be organised for the number of expected LAHP-funded students but following a sufficient registration period for LAHP students for each event, may be opened for other students within the consortium or the wider research community.
- Benefits to the LAHP community should be clearly outlined in the application, including the expected number of LAHP student attendees and suggested subject areas or disciplines the network will engage. Consideration should also be given to how the network will be well promoted amongst the LAHP consortium. We recommend that applicants gage interest in the activity

amongst fellow LAHP students before submitting an application.

- Activities must complement the Training and Cohort Development Programme offered by LAHP and must not clash with any LAHP-led training events as advertised in the Training & Cohort Development Programme calendar
- All events must be free to attend.
- The network's activities must normally take place within 6 months of approval of fund request, except in case of exceptional circumstances, and the LAHP team must be informed of this no later than 1 month before the activity's original start date.
- Activities undertaken by each network could include, but are not limited to:
    - Specialist training that is not available in the core LAHP training programme
    - Seminars, workshops, visits or reading groups

Application process

Applications must be submitted via SurveyMonkey. Applications are accepted on a rolling basis and will be considered by the LAHP team within one month of submission.

Applications submitted **by current LAHP students** require a supporting statement from the supervisor of the lead applicant. This statement can be requested from your supervisor via the SurveyMonkey application form.

For all applications, co-lead applicants will need to provide a supporting statement, and this can be requested from the co-lead applicant via the SurveyMonkey application form.

EDI considerations and environmental impact

Applicants should incorporate EDI considerations in their planning and ensure the proposed activities are inclusive and accessible for the wider LAHP community. Details of these considerations must be provided on the application form.

All applicants must provide a brief statement demonstrating how they have considered the environmental impact of the proposed activity in line with their university's sustainability policy.

Responsibilities of the organiser

As these activities are considered part of the LAHP training provision, network events must be registered on the platform that LAHP uses for training provision registration (Eventbrite). Details of events must be sent to the LAHP team (lahp@ucl.ac.uk) at least 4 weeks before the event date. Current LAHP students must be given priority

registration. Remaining places may be filled with other PGR students of the consortium.

Attendance lists must be provided to LAHP within one week of the event having taken place, with clear indication of the attending current LAHP-funded students.

The organiser(s) is expected to coordinate all arrangements for the event, including liaison with external stakeholders and their university teams, as well as the LAHP team.

Payments

We expect all payments to be managed by the lead student's HEI or LAHP. Students must not pay for any expenditure under this scheme and LAHP will not reimburse any costs via expense claims.

The organiser's home institution (or the central LAHP team, if organised via us) are legally obliged to check the right to work documentation of all speakers or any other contributors who are paid an honorarium or salary for the activity. No monies will be paid or reimbursed to universities until a detailed invoice and confirmation of right to work checks having been completed has been provided.

See the Student-led Training Network Fund: Terms and Conditions for full details on payments and responsibilities of the organiser.

Eligible costs

Catering

- Meetings with no agenda or list of attendees cannot be catered for.
- Lunch/dinner can only be provided for full-day activities.
- Alcohol is not an eligible cost and cannot be supported from the grant.

Speakers

Only standard class UK travel will be supported from the grant, and no overseas speakers' travel to the UK can be covered from these funds. All travel should follow the UKRI travel and subsistence policy's principles.

Filming and audio recording

These costs are only eligible if they are required to record the training for the benefit of the wider LAHP community. Any recordings will be the property of LAHP and must be provided to LAHP within one month of the event.

Ineligible costs

- General office consumables (e.g. photocopying, printing, stationery, telephone,

postage etc.) are not eligible costs.

- Speakers' travel from overseas is not an eligible cost.
- Photography and videography for marketing purposes are not eligible costs and must be covered from other sources.
- Fees for staff members or LAHP-funded students of any of the LAHP consortium members cannot be covered from this fund.
- Filming and audio recording for marketing purposes are not eligible costs.
- Equipment is not an eligible cost and if any equipment is required for the proposed activity, it must be hired instead of purchased.