

# PGRSB FUNDING GUIDELINES

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## I. INTRODUCTION

The overriding aim of the Postgraduate Research Student Board (“PGRSB” or “Board”) is to assist in creating and maintaining a vibrant research culture amongst the community of PhD and LLM by research students in the Law School. To facilitate this, funding for organising academic events is available to research students – partly managed by the Board itself, and from numerous external sources. These guidelines are designed to help students become familiar with the funds *managed by the Board* and procedures for applying for them.

Please email the convenor(s) of the Board (lawPGRC.convenor@ed.ac.uk), with questions/queries/comments. The Board’s web address is: <http://www.pgrc.law.ed.ac.uk/>

## II. SUMMARY OF FUNDS

### A. Law School Funds not managed by the Board:

More information on funding available from the Law School and general guidance for funding applications can be found in the document entitled “*Guidance for Students: Funding – how to cost, budget, manage and claim successfully*” in the Law Research Student Workplace on ATLAS. Guidelines on common items of expenditure can also be found here.

### B. Funds managed by the Board:

The money distributed by the PGRSB will be dedicated to supporting PhD students’ research activities.

1. *Discussion groups funding*

Each group will receive up to £100 to cover expenditures relating to group meetings. This may include refreshments following presentations, setting up colloquiums, etc.

2. *Funding for specific projects*

Research students and reading groups are encouraged to apply for funding from the PGRSB to support specific academic events.

### III. FORMAL ASPECTS

The PGRSB is committed to distributing all monies over which it has control across the broad spectrum of research areas pursued by students and reading groups at the school. To that end, we have established the following guidelines and deadlines in order to provide the most balanced review of funding applications. By limiting the applications to two rounds of consideration per year the PGRSB endeavours to maximise distribution of the funds available.

The PGRSB aims to distribute funds fairly between different research groups and areas over the two terms, and values the overall quality of the suggested events over their quantity.

In order to ensure transparency, feedback on attendance to each event and money spent should be sent to the Board at the end of each term.

A. Application format

All applications must be made in writing to the Board at [lawPGRC.convenor@ed.ac.uk](mailto:lawPGRC.convenor@ed.ac.uk). There is no set form for the application, but it should at least include the following:

1. Outline of the project/activity proposed;
2. Breakdown of total funding requested;
3. Description of students to be benefited;
4. Details of how the project conforms to Research-Led Initiative Fund guidelines (see *Section IV*);
5. System for gathering feedback on activity (money spent, attendance);
6. The contact details of the student/s or student group supporting the application.

B. Application deadlines

In order to optimise the funds available for various student-led projects, the Board will consider funding applications twice per

year, before the beginning of each semester. Our goal is to allocate approximately half of the available funds on each call. Applications must be submitted by the application deadline to be announced approximately a month ahead via e-mail and the PGRSB website. Generally, application deadlines are around

- *June* for events taking place in the autumn semester;
- *December* for events taking place in the spring semester.

If the project takes place out-with the prescribed months but requires confirmation of funding prior to the relevant period in order to proceed, applications may be made indicating such situation. Please note that the PGRSB may proceed by awarding only partial funds on the June call and inviting a reapplication at the December call.

In order to receive funding, all receipts must be submitted by June 30. If your project/activity will take place in July or August, please ensure that your application includes details of expenditures that can be made prior to the receipt submission deadline.

#### IV. Research-Led Initiative Funding Guidelines

Projects financed by the Research-led Initiative Fund must be of direct benefit to research students and/or staff. They must also relate directly to one or more of the four Domains of the national Vitae Research Developer Statement. In your application you should specify which domain(s) and sub-domain(s) your activity relates to

(<http://www.vitae.ac.uk/CMS/files/upload/Researcher%20development%20statement.pdf>). The four domains are:

- A. *'Knowledge and Intellectual abilities'* (sub-domains: knowledge base, cognitive abilities, creativity);
- B. *'Personal Effectiveness'* (sub-domains: personal qualities, self-management, professional and career development);
- C. *'Research Governance and Organisation'* (sub-domains: professional conduct, research management, finance, funding and resources);
- D. *'Engagement, Influence and Impact'* (sub-domains: working with others, communication and dissemination, engagement and impact).

The funding should be used only for the benefit of groups of researchers and should not be used for direct financial assistance to individuals.

## V. Selection criteria

### A. Criteria on which applications will be evaluated:

1. The proposed activity contributes to the creation and/or maintenance of a school-wide research culture amongst PhD students;
2. The proposed activity contributes to the development of research skills and/or career development of PhD students;
3. The proposed activity is of benefit to PhD students' own research.
4. The proposed activity is of an excellent overall quality.

### B. The Board will NOT consider applications for:

1. Purely social events;
2. Funds to assist students to attend external courses.

### C. The Board will consider:

Applications from students for the following kinds of activities, including research group activities in excess of the allotted £100 (please note these are just examples and students are encouraged to come up with their own ideas):

1. Funding for academic visitors (including other PhD students and academics) for a research seminar or workshop;
2. Funding for a publication (whether via an online working paper series or a paper-based yearbook);
3. Funding for conferences or colloquiums;
4. Career development events (these may include sessions with potential employment sources, e.g. Law Reform Commissions, Law Firms, the Bar Association, think tanks, international organisations).

## VI. Questions/Queries

Please follow the Board's web address for regular updates:  
<http://www.pgrc.law.ed.ac.uk/>

Feel free to contact the convenor(s) if you have any questions:  
[lawPGRC.convenor@ed.ac.uk](mailto:lawPGRC.convenor@ed.ac.uk).