
AHRC Research Training Support Grant - Application to Complete a Study Visit: Guidance Notes

Please read these guidance notes carefully before submitting an application for funding to complete a study visit. Separate guidance notes are available for applications to attend a conference:

- ▶ www2.le.ac.uk/departments/gradschool/ahrc-funding/conference-notes

General Requirements

1. AHRC-funded doctoral students may submit an application for funding from the Research Training Support Grant to support completion of a study visit in the United Kingdom or overseas where the purpose of the visit is to carry out primary research - such as archival research or fieldwork - and is essential to their doctoral thesis.
2. Funding is available to support the costs of travel, additional accommodation, and other associated costs incurred as a result of completing the study visit.
3. The duration of the study visit should not exceed twelve months. Applications for funding to support study visits of more than twelve months will be considered in exceptional circumstances only. Study visits of less than seven days duration are not eligible for funding.
4. Funding for overseas study visits will not normally be approved where the visit involves trips to more than one country. Only in exceptional circumstances will applications be considered where the study visit involves travel between countries. In such cases, the application must explain how this is part of a coherent research plan - e.g., to examine archival material on a similar topic held in neighbouring countries.

Other Applicant Requirements

5. Applicants should also note the following additional requirements:
 - ▶ funding is not available for study visits taking place before 01 October in the first year of their AHRC funding
 - ▶ funding is not available to students in the last three months of their AHRC funding
 - ▶ funding is not available to students who have transferred to writing-up status or who will have transferred to writing-up status by the date of the study visit
 - ▶ funding is not available for study visits that are an integral and compulsory part of the course - e.g., a study visit in which all students on the course are required to participate
 - ▶ funding is not available for study visits for the purposes of preliminary research or attendance on a training course
6. Any AHRC-funded doctoral student may submit an application for funding - regardless of their award type (full award or fees only), mode of study (full-time or part-time), or mode of attendance (campus-based or distance learning).

Supervisor Support

7. Applications will be considered only where they have the support of the applicant's supervisor. The supervisor is required to provide a statement as part of the application that confirms that the study visit is essential to the applicant's doctoral thesis. Applications which do not include a satisfactory statement of support from the supervisor will be rejected.

Funding Amounts

8. There is no maximum limit to the amount of funding that may be applied for. However, this funding is available as a contribution towards the costs associated with completing the study visit - it is not designed to meet those costs in full. Applications should make it clear what other sources of funding have been identified and what proportion of the costs will be met from those sources.
9. Applicants must state in their application the amount of funding sought. While this is likely to be an estimate, applicants should endeavour to ensure that it is as accurate as possible. If, following the study visit, the costs incurred are found to be less than the funding awarded, applicants are required to return to the Graduate School the excess amount.
10. Applicants are reminded that only limited funds are available and are therefore encouraged to ensure that the costs incurred are reasonable. In particular, it is expected that travel would be by the most economical means available and that standard-class public transport should normally be used.

Application Deadlines

11. Applications may be submitted at any time. However, applicants are encouraged to submit their application as far in advance as possible. Applications must be submitted at least one month before the study visit start date.
12. Applications are considered four times each year - in October, January, April, and July. The deadline for submitting applications is the first day of the month in which applications will be considered - i.e., 01 October, 01 January, 01 April, and 01 July. Applications received after the first day of the month will be considered at the next available opportunity. Applications will not be considered outside of these times and applicants are responsible for ensuring that their application is submitted far enough in advance of the study visit that it can be considered in time.

Retrospective Applications

13. Retrospective applications will not be considered under any circumstances.

Application Assessment

14. Applications will be considered by the Graduate Dean and a decision made on the basis of overall student needs and priorities.
15. Priority will normally be given to applicants who have not previously received funding from the Research Training Support Grant. Applicants should note that funding will not normally be approved for more than one overseas study visit or conference during the tenure of their AHRC funding.

Notification of Decision

16. Applicants will be notified of the Graduate Dean's decision by email to their University email account. If the application has been successful, the notification message will state the amount of funding that has been approved and include information on how this will be paid.

Maintenance Payments

17. Applicants in receipt of a full award will continue to receive maintenance payments while overseas, providing that they have met all of their obligations under the AHRC's terms and conditions.

Contact Over Study Visit

18. Funding is approved on the condition that applicants remain in regular contact with their supervisor and the University for the duration of their study visit.

Visa Requirements

19. Applicants are responsible for obtaining any entry/research visas required to complete their study visit. Any visas that are required must be obtained before the start of the study visit and copies of these provided to the Graduate School. Funding will not be released until copies of any visas required have been provided to the Graduate School.
20. Applicants should note that the process for obtaining visas can be lengthy. Applicants who will need to apply for a visa to complete their study trip are responsible for ensuring that their application is submitted far enough in advance of the study visit that it can be considered in time.

Changes/Cancellations

21. Funding is approved on the condition that applicants may not change the dates of their trip or any other details relating to the study visit without first obtaining the authorisation of the Graduate Dean.
22. Applicants who need to cancel their trip for any reason or who otherwise fail to complete the study visit must return in full to the Graduate School any payments made to them from Research Training Support Grant. Likewise, if the study visit is cut short for any reason, any overpayment must be returned to the Graduate School.

After the Study Visit

23. On their return from the study visit, applicants are required to complete a Certification Form and return this to the Graduate School together with copies of supporting receipts/proof of purchases. The completed Certification Form and supporting evidence must be submitted within one month of the end of the study visit.
24. Applicants can download the Certification Form from:

► www2.le.ac.uk/departments/gradschool/ahrc-funding/certification-form

Further Information/Enquiries

25. Applicants and supervisors requiring further information or who have enquiries relating to the Research Training Support Grant should contact:

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