**Additional funding application for Research Training Support Grant (RTSG)**

Please see attached notes for further guidance on the completion of this form.

Completed forms should be submitted to the SCDTP Manager for approval (scdtp@soton.ac.uk) in Words format.

**Student Details**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter your Full Name |
| **Student ID** | Click or tap here to enter text. |
| **Host Institution** | Choose an item. |
| **Primary Supervisor** | Click or tap here to enter text. |

**Details of requested expenditure**

|  |  |
| --- | --- |
| **Item(s) / Expenditure Requested** | Click or tap here to enter text. |
| **Estimated cost / budget***(Please itemise all elements related to the purpose)* | Click or tap here to enter text. |
| **Co-Funding***(Do you have access to additional funding to contribute to these costs?)* | Click or tap here to enter text. |
| **Justification** | Click or tap here to enter text. |
| **Supervisor’s Supporting Statement** | Click or tap here to enter text. |

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| **Supervisor’s Print Name** |  | **Supervisor’s Signature** |

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| Click or tap here to enter text. |  |  |

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**Approval (This section to be completed by SCDTP Manager)**

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| **Decision** |  [Serial Number]  |
| **Approved Budget Value** |  |
| **Signature** |  | **Date** | Click or tap to enter a date |

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**Notes for students:**

The RTSG allowance is intended to be used to pay for expenses which are deemed to be ‘in direct support of’ a student's research. Examples include:

* UK fieldwork expenses
* UK, EU and overseas conferences and summer schools
* language training courses usually undertaken in the UK prior to an overseas fieldwork trip
* reimbursement of interpreters, guides, assistants
* survey costs for example, printing, stationery, telephone calls
* purchase of small items of equipment for example, cameras, recorders, films,
* gifts for local informants
* books and other reading material not available through libraries.

The application cannot be used for retrospective spending. No purchases should be made prior to receiving approval from the SCDTP. Items purchased without authorisation may not be reimbursed.

For **travel and accommodation** quotes, please contact designated traveling agent provider of the university to get quotes for budgeting purposes. For insurance purposes, please make sure to book your travel and accommodation via the travel agency or provide evidence why this cannot be done via the travel agency if they are not used. Please be aware that funding is typically available only if your travel originates from within registered organisation (RO) distance, in accordance with the ESRC studentship funding policies. If your travel does not start within this designated area, please provide a justification in your statement to explain the reason for consideration.

If you are applying to go to a **conference**, and you intend to submit your paper for the conference or your paper has already been submitted, please provide us with proof of your submission or acceptance. For tracking outcomes and impacts, please include your presentation link/information in the annual survey of SCDTP students.

In exceptional circumstances, the SCDTP may consider requests from students to purchase laptops or other computer equipment using this allowance. Any such request must be clearly and adequately justified based on the nature of the research being undertaken and must be essential for the successful completion of the PhD.

Any budget approved for equipment in excess of £200 or IT-related equipment purchased should be returned to SCDTP following completion of the award.

**IT Equipment** – Should initially be sourced through the SCDTP. Please contact the SCDTP Manager to discuss your requirements in the first instance.

Requests in excess of £500 will be considered by the SCDTP Senior Management Group.

Completed requests should be submitted to SCDTP Manager by email to scdtp@soton.ac.uk

Once approved, a copy of this form should be attached to the institutional claim form when submitting your claim for reimbursement.