## Doctoral students funded by the AHRC through LDoc can apply to the Student Development Fund (SDF) to support activities such as study visits, research costs, conference attendance or work placements. For most types of application the funding limit is £2,000, but for work placements a larger amount may be available, to cover extensions to stipends for the period of the placement.

**AHRC Student Development Fund (SDF)**

## for Study Support and Work Placement Applications

**Guidance & Application Form 2017/2018 V1**

Applications are normally considered three times per year. Although an application may be considered between these dates, there is no commitment to do so.

Deadlines for 2017/18 are:

**29 September 2017**

**5 Jan 2018**

**30 March 2018**

Applications to the SDF may be made in addition to applications to the AHRC Research Training Support Grant (RTSG), which is administered by LDoc universities. Please contact your supervisor or doctoral administration at your home university to ask about the RTSG. The Cohort Development Fund (CDF) is also available to AHRC students for student-led events involving at least three students from more than one LDoc university, see the separate CDF Guidance & Application Form 2017/18.

 **What is Eligible for SDF?**

1. Only AHRC funded doctoral students are eligible to apply. LDoc Associates are not eligible to apply.
2. The SDF can be used to support the costs of UK or overseas study visits/residencies, attending conferences or exhibitions, training courses, and to cover primary research costs eg professional fees or materials. The following expenses can be included for consideration:
	* travel costs to and from the venue
	* subsistence of £15/day (UK) or £20/day (overseas) for meals and local travel while away from home
	* accommodation costs up to £50/night (higher rate considered in high cost locations)
	* fees

In addition, the SDF can be used to cover the cost of an extension to the AHRC stipend whilst on work placement, assuming that the placement is unpaid. Advice in preparing an application is available from the LDoc Coordinator if required.

1. Students should not normally expect to receive more than £4000 over the course of their studentship.
2. Single applications should not usually exceed £2000.
3. Applications related to work placements are not included in 3 and 4 above. Students can apply to have their stipend payments extended to cover the period of the work placement for a period of up to 6 months, and for additional travel costs to be supported. Work placements will not be funded in the first year of study, except after the student has successfully progressed from MPhil to PhD.

**What is not Eligible for SDF?**

1. Ongoing expenses e.g. regular travel to your home university or other place associated with your research.
2. Travel from overseas to the UK is not normally eligible.  If travel from the UK to the destination is cheaper than travel from an overseas location, then only equivalent from the UK will be funded
3. Travel to countries or areas where the Foreign and Commonwealth Office advises against travel or all but essential travel.
4. **Retrospective applications are not eligible**.

**Criteria for Assessment**

1. The importance of the proposed activity/materials to the research project and to the academic development of the student
2. The contribution the proposed activity will make to the student’s professional development and future career prospects
3. The appropriateness of the activity at the current stage in the student’s research

**Applying**

Applications should be made on the form below by the student and his/her supervisor and should be sent to ldoc@rca.ac.uk by the relevant deadline above. All applications will be acknowledgedand will be considered by the LDoc Management Group at the meeting following the application deadline. We aim to inform applicants of the outcome within four weeks of the deadline. **Note that in order to be considered, an event for which support is requested should normally commence at least two months after the deadline.**

**Payment**

Funding which has been approved should be claimed from your home university, according to its regulations for expense claims where relevant. Please consult your supervisor or university administration for guidance on how to do this. The home university will then invoice LDoc for the costs.

Students at the RCA should contact the LDoc Co-ordinator to submit expenses.

**Professional services**

Invoices for professional services or similar should be addressed to your home university, eg ‘The Royal College of Art’ or ‘UAL’ or’ Kingston University’, which will then invoice LDoc as above.  **The student should not pay invoices themselves and then expect to be reimbursed**.  LDoc is only able to pay invoices from *bona fide* businesses and organisations (e.g. registered companies, those registered as self-employed) **and not private individuals**.  If you have any questions about whether an individual or organisation will be eligible for payment then please contact LDoc|.

**Reporting requirement**

As part of the terms and conditions, successful students are required to provide a short report on the funded activity, for the LDoc website, the Steering Group and the funder, the AHRC.

**SDF Application Form 2016/17**

**(*No more than 200 words in any one section)***

**SECTION 1**

|  |
| --- |
| 1. **Name of student:**
 |
| 1. **Student’s email address:**
 |
| 1. **Institution and Department/Programme:**
 |
| 1. **Year of study:**
 |
| 1. **Supervisor’s email address:**
 |
| 1. **If you have previously received AHRC RTSG or SDF funding, please state how much (£) and when:**
 |
| 1. **Start and end dates of proposed activity:**
 |
| 1. **Location of proposed activity:**
 |
| 1. **Brief description of the proposed activity/materials e.g. conference, training course, work placement** *(200 words max.):*
 |
| 1. **Purpose of proposed activity (to be completed by the student): how it relates to the PhD research or career development:**
 |
| 1. **How is the proposed activity essential to the completion of the PhD research or the career development of the student (brief details to be completed by the supervisor):**
 |
| 1. **Amount applied for and outline of how this will be spent.** Please include a detailed breakdown of your funding request. ‘Accommodation’ is not satisfactory, you should include the room rate, name of the hotel, number of nights, currency exchange costs, etc**:**
 |
| 1. **For Work Placement applicants please confirm that you have a definite offer of a work placement and give the name, organisation and contact details of the relevant person in the organisation concerned:**
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**SECTION 2**

**SIGNATURE of Student**

|  |  |
| --- | --- |
| Signature: | Date: |

**SIGNATURE of Supervisor**

|  |  |
| --- | --- |
| Name:  | Job Title & Institution:  |
| Signature:  | Date:  |

Once completed, this form should be returned to ldoc@rca.ac.uk

**SECTION 3 – Approval by a Co-Director of LDoc Management Group**

i) I approve this application for funding from the AHRC LDoc SDF

ii) I do not approve this application for the following reasons:

|  |  |
| --- | --- |
| Name:  |  Job Title & Institution: |
| Signature:  | Date:  |

For LDoc administration use only

Date application received: