

## ESRC DTC Discretionary Fund Guidance

### Before making your application please be aware:

- Students in their MPhil year are **not** eligible to apply.
- Over the course of their studentship PhD students may apply for additional financial support from the Discretionary Fund for the activities outlined below. However, the Discretionary Fund will not normally award more than £4,000 **in total** to any individual student over the lifetime of their studentship.
- Students should investigate other possible sources of support with their Department and College and are asked to indicate what other sources are being explored when they apply.
- Retrospective applications cannot be considered under any circumstances.

The table below outlines the different requirements concerning applications to the discretionary fund for each activity:

	<b>Research Training Support Grant (RTSG) for UK Fieldwork/other costs</b>	<b>Overseas Fieldwork</b>	<b>Difficult Language Training (DLT)</b>	<b>Internships and other collaborative activities</b>	<b>Overseas Institutional Visits (OIVs)</b>
<b>Who can apply?</b>	<p>PhD students (2013 cohort onwards) have an automatic allocation of £300 per annum for 3 years for localised training/fieldwork needs. Students may apply to the Discretionary Fund for any additional training needs integral to their project.</p> <p>PhD students from 2011 and 2012 cohorts have a higher personal allowance of £750 so are not eligible to apply to the Discretionary Fund for additional support.</p>	<p>PhD Students in years 1-3 (not including the last 3 months of the studentship period) can apply for funding for <b>primary research essential</b> to their study.</p>	<p>PhD Students in years 1-3.</p>	<p>PhD Students in years 1-3.</p> <p>Any activity in the first year of the PhD must not commence within the first three months of the studentship period. Additionally, any activity taking place in the final year of the studentship must be completed at least three months before the end date of the award.</p>	<p>PhD Students in years 1-3.</p> <p>Any visit in the first year of the PhD must not commence within the first three months of the studentship period. Additionally, visits taking place in the final year of the studentship must be completed at least three months before the end date of the award.</p>

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<b>How many visits can students apply for during their award?</b>	There are no limits on the number of UK study visits that can be made, but if the project is likely to involve prolonged and expensive fieldwork and travel in the UK, students should investigate other possible sources of support with their Department and College.	Only <b>one</b> application can be made during the studentship period.  Students may receive support for one fieldwork visit lasting for a maximum of twelve consecutive months during their studentship. If exceptional circumstances will prevent them from completing their research in one trip, they may be permitted to split it into multiple visits.	Only <b>one</b> application can be made during the studentship period.  Difficult Language Training dates should not run concurrently with the dates of Overseas Fieldwork.  Normally students should undertake DLT before Overseas Fieldwork.  A maximum of 12 months DLT training can be applied for, however a strong case must be made for this length of training.	Only <b>one</b> placement may be undertaken during the course of the studentship, up to a maximum of 6 months.	Support for OIVs is awarded competitively in a single competition each year. Students may apply for support for visits lasting a maximum of 13 weeks. This can be taken as multiple visits to a single institution in certain circumstances but clear justification for this must be provided.  The DTC will normally support up to <b>two students per year</b> .  The 2016 competition is now closed but will re-open in early 2017 for visits taking place 1 June 2017 - 31 May 2018.
<b>What costs are eligible?</b>	Please visit: <a href="http://www.cambridgestudents.cam.ac.uk/fees-and-funding/support-award-holders/esrc-funded-students">http://www.cambridgestudents.cam.ac.uk/fees-and-funding/support-award-holders/esrc-funded-students</a>  Students and their supervisors should discuss costs together. Supervisors are asked to provide a letter of support	Students may apply for help towards the direct costs of overseas fieldwork for their research project.  Students should include all relevant costs in the application i.e. flights, travel and accommodation; any additional costs requested	Students may apply for assistance towards the direct costs of DLT. DLT course costs must be obtained before submitting an application for funding; any additional costs requested after the application is submitted may not be considered.  Students are expected to	Students may apply for support with the direct costs of undertaking internships and placements i.e. accommodation and expenses <b>over and above</b> normal living costs in Cambridge.  Supervisors must write a supporting statement and	Assistance (travel costs, research-related costs, and exceptional living costs <b>over and above</b> usual living costs in Cambridge) is available for students wishing to take a necessary period of study at a University or other organisation outside the UK. Supervisors must write a

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	<p>if one of their students is submitting an application to the Discretionary Fund for additional training needs.</p> <p>Please be aware that:</p> <ul style="list-style-type: none"> <li>• purchase of laptops and other computer equipment is <b>not</b> eligible for support.</li> <li>• purchase of special clothing is <b>not</b> eligible for support.</li> <li>• assistance towards conference attendance costs will only be considered if the student is giving a presentation or paper at the conference. Individual awards will not normally be more than £300 and priority is given to students in year 3.</li> </ul>	<p>after the application is submitted may not be considered.</p> <p>Students are expected to use their 'maintenance' allowance towards costs such as subsistence and accommodation but may apply for expenses <b>over and above</b> living costs they would otherwise incur in residence at Cambridge.</p> <p>Supervisors must write a supporting statement stating the purpose of the trip and why it is essential to the student's study, and giving approval that expenses are reasonable.</p>	<p>use their 'maintenance' allowance towards costs such as subsistence and accommodation but may apply for expenses <b>over and above</b> living costs they would otherwise incur in residence at Cambridge.</p> <p>Supervisors must write a supporting statement stating why DLT is essential to the student's study, and giving approval that expenses are reasonable.</p>	<p>give approval that the expenses are reasonable. A letter of support from the collaborating organisation is also required.</p>	<p>supporting statement commenting on the quality of the student's research to date and how the proposed visit will extend/enhance this, and give approval that expenses are reasonable.</p> <p>If the OIV is to be undertaken for research training purposes, supervisors must explain why the training is integral to their research, and also why this training cannot be undertaken within the UK.</p>
<b>How to apply</b>	<p>PhD students should apply via the ESRC DTC website at: <a href="http://esrc-dtc.cshss.cam.ac.uk/currentstudents/benefitsDTC">http://esrc-dtc.cshss.cam.ac.uk/currentstudents/benefitsDTC</a> <sup>1</sup></p> <p>If students plan to work away from Cambridge to conduct fieldwork, undertake research visits, OIVs or DLT, they must apply for Leave to Work Away: please visit: <a href="http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge">http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge</a></p>				

<sup>1</sup> PhD students wishing to apply for funds from their personal RTSG allocation of £300 should contact their Department directly.

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	If students plan to undertake internships they must apply to intermit: please visit: <a href="http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission">http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission</a>				
<b>Should students apply for other sources of funding?</b>	Yes; students are expected to apply for other sources of funding available from their College, Department and external funders.  All other funding applied for and/or received will be taken into account when applications to the Discretionary Fund are considered.				
<b>When should students apply?</b>	There are three application deadlines in the year, in November, February and May (although urgent applications can be reviewed outside this timetable). For this year's deadlines please visit: <a href="https://esrc-dtc.cshss.cam.ac.uk/currentstudents/benefitsDTC">https://esrc-dtc.cshss.cam.ac.uk/currentstudents/benefitsDTC</a>  Wherever possible, applications should be made at least two months in advance.  <b>Retrospective applications cannot be considered under any circumstances.</b>				
<b>How are payments from the Discretionary Fund made?</b>	Payments are arranged by the Student Registry and are made directly to the student's bank account as part of the University's monthly payroll run.  Payments are not released until applications for Leave to Work Away or intermission have been approved. If approval is granted by the payroll deadline for a given month then the student can usually expect receive payment at the end of that particular month – if you have any queries about payment dates, please contact the Student Registry at: <a href="mailto:graduate.funding@admin.cam.ac.uk">graduate.funding@admin.cam.ac.uk</a> .				
<b>What reporting is required?</b>	All original receipts must be retained and submitted along with a <a href="#">Confirmation of Expenses form</a> ; any unsubstantiated portion of the award will be reclaimed from the student. This is an ESRC requirement.  The Discretionary Fund is unable to meet any costs incurred which are in excess of the amount originally awarded.  If any activity funded is cut short or cancelled, any overpayment made by the ESRC must be returned in full.  Students undertaking collaborative activities or OIVs with support from the Discretionary Fund will also be asked to provide a short report on the activity undertaken, to serve as case study for other students.				

## Additional guidance for students

- These funds are provided by the ESRC and distributed by the Cambridge ESRC Doctoral Training Centre (DTC), with the aim of assisting with the costs of **primary research** that is directly related to, and is an integral part of, your study and to support collaborative activities. You and your Supervisor will be required to provide supporting statements with each request for funding to show how your activity will meet this aim.
- The ESRC DTC does not undertake to meet all costs requested. Cases are assessed carefully on the basis of need.
- No applications for costs incurred outside of the studentship will be considered.
- **Original receipts are required for the total amount awarded (or in the case of remote fieldwork, receipts books or similar records may be kept) –** if you cannot without good reason provide exact receipts you will be required to return this portion of the award to the Student Registry.
- Overseas and UK fieldwork and any funded additional training activity must be an integral part of your PhD and take place during the lifetime of your award. Studentships will not be extended in these cases.
- In normal circumstances your studentship will be extended for Difficult Language Training, collaborative activities such as internships and Overseas Institutional Visits, as agreed by the ESRC DTC.
- It is your responsibility to ensure that an appropriate entrance/research visa is obtained **before** undertaking research or visits overseas.
- The minimum length for an Overseas Fieldwork is 7 days and the maximum is 12 months. For longer visits the final week must consist of at least five days for payment for that week to be made.
- It is your responsibility to apply for Leave to Work Away or to intermit (as appropriate). Information on how to apply may be found at:  
<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status>
- If you are working away from Cambridge it is your responsibility to ensure you have insurance in place for your trip. Information about insurance for students travelling abroad is available at:  
<http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>
- During any extended period of absence from Cambridge, the ESRC DTC expects students to keep in regular contact with Supervisors by telephone, email or other electronic means. In some cases, it may be possible to secure support from a local university or other institution. This should be discussed with your Supervisor well in advance of the trip.
- While you are working away, normal maintenance grant payments will continue to be made. This funding should be used to pay for as much of your visit costs as possible.
- In order to maximise the funds available to all students we request that all travel is undertaken by the most economical and efficient means. We strongly encourage you to take advantage of advance booking deals on rail travel and to seek the best deals on airline travel.
- Please note that that the University cannot accept responsibility for fluctuations or changes in currency exchange rates.
- Where required, the Student Registry uses OANDA currency converter: <https://www.oanda.com/currency/converter/>. Any conversions are calculated at the date of purchase provided on the supporting receipt.
- Food and subsistence expenses are not eligible unless you are able to demonstrate that these costs are over and above your usual living expenses while in Cambridge.