**Application form:** BGRS Student-led Training Initiatives

Please return this form by email to [graduateresearchschool@bbk.ac.uk](mailto:graduateresearchschool@bbk.ac.uk) by 15 November 2019. You are welcome to submit a draft version of the form in order for the BGRS to provide feedback before the deadline.

Title of proposal

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|  |

Lead applicant details

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| --- | --- |
| **Name of research student** |  |
| **Email address** |  |
| **Student number** |  |
| **PhD Programme** |  |
| **Department** |  |

Co-applicant details (if relevant)

|  |  |
| --- | --- |
| **Name of research student** |  |
| **Email address** |  |
| **Student number** |  |
| **PhD Programme** |  |
| **Department** |  |

Guidance/ feedback

I have discussed submitting this proposal with (please indicate all that are applicable). You don’t need to have discussed your proposal with all of these parties but it is useful to get an impression of who you have discussed it with.

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| **The BGRS** | Yes/ No |
| **My supervisor** | Yes/ No |
| **Academic or research staff in my Department** | Yes/ No |
| **PhD student colleagues** | Yes/ No |
| **My PGR Rep** | Yes/ No |
| **My local PGR Administrator** | Yes/ No |

Administrative contact

**Contact details for school/ departmental finance lead who will confirm the account where the funding will be transferred to. Your local PhD Administrator can probably tell you who this is – if not contact the BGRS.**

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| **Administrative contact** |  |
| **Email address** |  |

Event description

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| (Up to around 500 words to describe the proposed training and why you think it would be useful and relevant. The aim is to put the training you suggest in context and to provide a summary of what it would seek to provide. You can build on the expression of interest if you submitted one – and any feedback or further development that has taken place.) |

A summary of event details

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| **Type of meeting**: | (e.g. workshop, round table meeting, interactive session, presentation, conference, seminar, online activity or a combination of these or any other features.) |
| **Number of sessions planned** |  |
| **How many PGR students could attend each session?** |  |
| **Length of sessions** | (E.g. number of hours/ half day/ whole day) |
| **In which term(s) will the event(s) take place? Your initiative may take place in the Spring or Summer terms.** |  |
| **Proposed timetable** | (If you have a proposed timetable for the event you can provide it here.) |

Further information

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| **Please highlight specific PhD programmes or research disciplines where this training would be beneficial** |  |
| **Is this proposal of particular importance to PGR students at a particular stage in their research?** |  |
| **Have you approached colleagues in other Departments or Schools who have identified a shared benefit for PhD students, or who are co-proposers?** |  |
| **Have you sought feedback from PhD students who you would plan to provide this training for?** |  |

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| **In order to support attendees and build on resources for PGR students which of the following resources could be made available on the BGRS Moodle site?** | e.g. Handouts/ slides, Lecture capture on Panopto (this could be for part of the session if needed) or any other resources |

Funding requested

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| |  |  | | --- | --- | | **Total funding requested** |  | | **Cost per attendee** |  |   Please use the following sections to provide a breakdown of costs  Travel/ accommodation  Where possible we ask that you consider contributors from Birkbeck, from London or from the South East. If however you think that a contribution is needed from someone further afield you can request associated costs here. | |
| **UK Travel**  (Standard off peak fares should be used and the link given) |  |
| **International Travel**  (Economy class. Maximum request £750) | (Support for overseas contributors may only be granted for exceptional reasons and you should explain why these are needed in your proposal.) |
| **Accommodation**  (Maximum of £100 per night) |  |

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| Catering for the event  Catering costs should be on the basis of the [Birkbeck catering menu](http://www.bbk.ac.uk/roombookings/home-page-content/hospitality-menu-central-external.pdf). | |
| **Tea and coffee break** |  |
| **Sandwich lunches** |  |
| **Day rate for teas, coffees and lunches** (Conference package 1) | (If you are planning for 2 tea/ coffee breaks and a sandwich lunch then the conference package may be more efficient.) |
| **Drinks reception**  (Maximum of £300) |  |

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| Staffing costs  You are encouraged to approach Birkbeck staff about contributing to your session but if you are not able to identify anyone suitable at Birkbeck you can ask for funding to bring in someone external. | |
| **External trainers / facilitators** | (Some external contacts may be willing to contribute if only their travel costs are covered. If however you identify a specialist necessary for your session and who would charge a fee, you can seek funding for this up to £100 per hour but you must justify this elsewhere in your application.) |
| **Payments to sessional staff**  These should be claimed at the appropriate salary point for the member of staff in question. [Once the funding is confirmed this should be approved using the staff approval process.](http://www.bbk.ac.uk/hr/policies_services/policies_az/staffapprovalprocess) | (If you are proposing to deliver some of the training yourself you may ask for funding on an hourly basis. By default we would use the [Grade 5 Spine Point 21](http://www.bbk.ac.uk/fin/services/payroll/salaryscales/hourlyrates010819londonsalarysaulxls) as the funding rate which will require £20.36 per hour including ‘on-costs’ which means you would receive £16.29 per hour.) |
| FTE should be calculated as a percentage, assuming 100% FTE = ca. 37.5 hours per week and that an academic year is 220 days. | |

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| Additional costs | |
| **Prizes**  Maximum of £250 for the top prize |  |
| **Stationary and reproduction costs e.g. Production of handbooks, conference proceedings etc.**  Maximum of £250 in total for one event | (Please explain why printed resources are necessary rather than electronic versions) |
| **Costs to translate resources to other language**  Maximum £350 |  |
| **If you have essential costs that cannot be described using the categories above please use this section to provide details and an explanation about why they are needed.** |  |

Generic skills profile

Research students are asked to complete their Training Needs Analysis in relation to the Researcher Development Statement (RDS) developed by Vitae. The BGRS can assist you with this as needed.

Please indicate **up to 3 RDS skills areas that are of primary importance** to the proposed activity.

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| ***Domain A:* Knowledge and intellectual abilities**  A1 - Knowledge Base Yes  No  A2 - Cognitive Abilities Yes  No  A3 - Creativity Yes  No | ***Domain C:* Research governance and organisation**  C1 – Professional Conduct Yes  No  C2 – Research Management Yes  No  C3 – Finance, Funding Yes  No   and Resources |
| ***Domain B:* Personal effectiveness**  B1 – Personal Qualities Yes  No  B2 – Self Management Yes  No  B3 – Professional and Yes  No  Career development | ***Domain D:* Communication, influence and impact**  D1 – Working with others Yes  No  D2 – Communication Yes  No   and Dissemination  D3 – Engagement and Impact Yes  No |