



HOMERTON COLLEGE

POSTGRADUATE RESEARCH EVENTS FUND 2021-22

WHAT IS THE RESEARCH EVENTS FUND? WHAT CAN I APPLY FOR?

The Research Events Fund helps Homerton College postgraduate students (research Master's and PhD) with expenses associated with putting on research-related activities. Organising such events increasingly is seen as a crucial part of research students' work, giving vital CV points and helping build academic networks and reputations.

Grants of **between £100-250** may be sought **in advance** for assistance with student-organised research events such as:

- conferences, symposia, or workshops
- seminar series
- travel or accommodation costs for a visiting speaker

Grants are **not** awarded for:

- individual costs of attending conferences (please use the Research Grants scheme)
- speaker stipends
- non research-related events, e.g. those organised by student societies

HOW DO I APPLY?

- Closing dates for applications in 2020-21 are: Mondays 26 October 2020; 18 January, 8 March, 7 June 2020.
- Students can apply by completing an application form and returning to the **Postgraduate Administrator, Kelly Collinwood** (kc493@homerton.cam.ac.uk). If you have any queries about how to fill in the application form, please consult the **Finance Tutor, Dhiru Karia** (dk211@cam.ac.uk).
- All applications must be made in **advance**, and must include full details of planned expenditure and budgeting. If you have confirmed external funding/sponsorship please attach documentary proof.
- Students are expected to apply for all other appropriate sources of funding for which they are eligible, including supervisors' and departmental monies, in addition to this application.
- Students are expected to search for the most economical arrangements available, and are encouraged to use public transport for speakers' travel where at all possible. The College guest rooms may also be used for overnight speakers' accommodation, if available: please discuss with the **Postgraduate Tutor, Melanie Keene** (mjk32@cam.ac.uk).
- Claims for under £100 do not qualify.

PLEASE NOTE: APPLICATIONS THAT ARE NOT FULLY COMPLETED, INCLUDING A SUPERVISOR'S STATEMENT AND SIGNATURE, WILL BE RETURNED TO THE STUDENT.

WHAT HAPPENS NEXT?

Applications will be considered by the Research Grants Committee as soon as possible after each closing date. If your application is successful, the Finance Tutor will write to you with details of how to make a claim (**enclosing receipts of expenditure**) to the Finance Office. The Finance Office will hold back £50 until the Research Events Fund Report Form of completed activities is submitted to the **Postgraduate Tutor, Melanie Keene** (mjk32@cam.ac.uk). Please also ensure that you have no outstanding balance on your account with the College as no payments can be made until your account is clear. Please also note that funding is limited to the annual budgetary allocation for the year, and awards are intended to benefit those who cannot otherwise obtain funding to organise research events.