Research Staff Travel Prize Guidance

What is it for?
Conference attendance or visits to institutions of excellence e.g. archive visits or to use facilities.

Who can apply?
At the time of attending the conference or making a visit, researchers must be employed by The University of Nottingham on a Level 4 research contract (RT4A-R, RT4-R or RT4T-R) and be based at one of the campuses in the United Kingdom.

How much can I claim?
50% of the total amount required, up to a max of:
- £300 for visits in the UK
- £600 for overseas visits

How do I apply?
Full details on how to apply can be found on our website.

Before applying for a Research Staff Travel Prize you should speak to your line manager/PI for advice on your application.

Note: researchers are only allowed one award. Your line manager/PI may know of more appropriate conferences or visits in the future which could potentially be funded by the Research Staff Travel Prize.
General Guidance on Completing the Application

Every question on the form requires an answer!

- The tick sheet on the front of the form is aimed to help you make sure you have completed everything.
- The marking scheme used for scoring of applications is shown for information at the back of the form.
- Please note that if no answer is given to a question a score of 0 will be given.

1. Download the application form from the Research Staff website and prepare a draft application that you can use to discuss with your line manager/PI.
2. Look into the cost of the conference and how you will get there. Don't forget there may be associated costs such as visas and poster production. Collect the quotes/documents associated with the costs as evidence to be included in the application.
3. The Research Staff Travel Prize doesn't fund the full cost. Look at how you will fund the outstanding amount.
4. Ensure that you have given your line manager/PI enough time to complete a detailed statement of supporting before the deadline so that you are able to scan it and include with your application. You may wish to discuss with your line manager/PI what will be included.
5. Your Head of School's signature is also required on the form to demonstrate your school's support for your attendance at the conference/visit. Again allow enough time for this.
6. Your completed application form must be uploaded as a single pdf document into Moodle. You must also complete the accompanying online form in Moodle. Do you have a Moodle account already? If not allow time for this to be set up. Visit the Moodle web pages for further information.

Section 2 Visit Details
Try to avoid trivial comments such as:
"It would be a great opportunity to meet other academics"

Instead:
- indicate what is important to you about the conference, are you meeting someone in particular and have you contacted them already? (show evidence)
- Is there anything particularly novel about the paper/poster you are presenting?
Give the panel extra reason to give you the prize. You are not limited by the space for each question, and you can continue on a new page.

Presenting a paper or poster?
If you have ticked the "Waiting Decision" box, don't forget to notify the Graduate School if your paper/poster is accepted (or rejected) with evidence such as a copy of the email or letter informing you of this decision. Your award will be provisional until this confirmation is received.
Section 3 Resources Required
Itemise your travel, a full-break down of costs is required

e.g. Coach fare Nottingham - Heathrow return £15.86
Flight Heathrow to Munich return £351.10
Coach fare Munich Airport to Augsburg return €24 = £30.50
Total: £397.46

Example of inadequate detail:
e.g. Nottingham to Augsburg return £397.46

Actual quotes are needed to confirm the expenses requested and must be included in your electronic submission. Just the URL link is not sufficient. Scanned copies or a screenshot of the quote are acceptable. Evidence can quite often be found on the web e.g. the conference web site.

Get the maths right.
The award from the Graduate School is 50% of the total up to £300 for a visit in the UK and up to £600 for a visit outside the UK

e.g. £800 total for a UK visit will mean a request for £300 from the Graduate School

e.g. £500 total for a UK visit will mean a request for £250 from the Graduate School

Balance to be funded
You will need to provide details of how the balance will be funded. It is good if you can show that you have applied for alternative funding.

A contribution from your School/Department shows added support, but if there is a reason why the School/Department can't fund you, e.g. you have already used funds allocated for conference visits, this information should be given.

Section 4 – Declarations
All parts need to be filled in - including the name of the Finance Contact/ School Manager and cost centre code (4 digit code) which can be provided by the school’s finance contact. The name and cost centre code is needed when the money is transferred to the School. Your application will not be considered if this information is not included in your application.

Section 5 Statement of Support
Answering "Excellent" to most of the questions is not sufficient. The line manager/PI needs to show that they know the researcher and give a full statement on the importance of the conference and the need for the applicant to attend as well as full details of their opinion of the applicant. The statement must be signed by the line manager/PI and be included in the application submission.
**What happens next?**

**Process Overview**

After the closing date all applications are scored on their own merit and a recommendation as to whether an award should be made is confirmed. Depending on the budget for each round and the number of high quality applications, not all applications recommended for an award will receive funding.

Decisions are sent by email to the candidates listing any appropriate action required if a conditional offer has been made. If a conditional offer has been made, this will be subject to further details being provided e.g. confirmation that a paper/poster has now been accepted by the conference.

The Graduate School requests a project code from Finance and then includes it in an email to the applicant’s line manager/PI and Finance contact/School Manager (as given on Section 4 of the form). The award is only valid for a limited time and the expiry date will be given in the email. Please ensure you submit your claim as soon as you return from your conference/visit.

Original receipts are needed to claim your expenses from your school, via your Finance contact. Don’t forget that the award is only valid for a limited time so submit your expense claim form as soon as possible when you get back. You will need to scan the receipts to send them along with your written report to the researchers@nottingham.ac.uk.

After the visit has taken place a single page report is required and this should be sent with scanned copies of receipts to researchers@nottingham.ac.uk, within 4 weeks. The report is required for University audit purposes. If it is not received within 8 weeks, we will contact you and your line manager/PI to request a copy.