Research Staff Travel Prize - Terms and Conditions

Submission of an application for the Research Staff Travel Prize (‘the Prize’) confirms acceptance of these Terms and Conditions. The prize is administered by The University of Nottingham Graduate School (‘the Graduate School’) and decisions made by the Graduate School in relation to the award of the Prize are final.

1. Eligibility

1.1. The Prize is open to Level 4 research staff (defined below) based at the United Kingdom Campus. The visit covered by the application to the Prize must take place while the applicant is a registered employee of The University.

1.2. Researchers are defined those employed on one of the following grades: RT4A-R, RT4-R and RT4T-R only. Researchers on other grades, including other Level 4 grades are not eligible.

1.3. Researchers based at the China or Malaysia campuses are not eligible for support from this Prize.

1.4. Only one Research Staff Travel Prize can be awarded per researcher, so previous recipients of the Prize are not eligible. Applicants who were previously unsuccessful can reapply in later rounds.

2. Purpose of award

The Prize may be awarded either:

2.1. To support researchers in a visit to a conference at which they are presenting a paper or a poster

2.2. To support a study visit to a centre of excellence to enable the researcher to gain specific expertise to enhance their work – for example, a visit to a specialist laboratory or an archive facility.
3. Amount of award and costs

3.1. The maximum available funding under this Prize is £600 for a visit overseas or £300 for UK visits. Applications will be accepted for support of 50% of stated total travel costs, up to these maxima. The Graduate School will reduce the requested funding if it exceeds the maximum amount applicable.

3.2. Evidence must be submitted that costs are reasonable – this evidence must be in the form of scanned or screenshot quotes from travel providers. Evidence in the form of url links will not be accepted. (For further information on costs see point 7.)

3.3. Priority will be given to applicants who have gained financial support from their School, as this is taken as evidence of strong support for their application. Evidence should be submitted in the form of the Head of School’s signature on the application form.

4. Applications

4.1. Applications must be received in accordance with the deadlines published on the Research staff website and it is the applicant’s responsibility to check that they have applied at the right time for their visit or conference.

4.2. Applications can be received up to midnight on the last day stated. Failure to submit an application by the correct deadline will result in your application being rejected without consideration.

4.3. Applications must be submitted using the published application form and via Moodle. Email or paper copies will not be accepted.

4.4. A supporting statement is required from the applicant’s line manager/PI. This must be in the format set out in the application materials and submitted with the application and before the deadline.

4.5. Evidence of support from the applicant’s School is required, with a valid Cost Code. Applications received with no Cost Code and without a named School Finance contact will not be considered.
4.6. All parts of the required documentation must be complete. Incomplete applications will be rejected without further consideration.

5. Once an application has been submitted, amendments may not be made to it. However a new application can be submitted up to the deadline, with the last resubmission will be accepted as final. Assessors will not enter into dialogue with the applicant after the deadline. Therefore it is the applicant’s responsibility to ensure that all relevant documentation is submitted.

6. Processing
   6.1. The Graduate School undertakes to process applications in a timely manner and will aim to give applicants a decision by six weeks following the deadline.

   6.2. Applications will be scored by the Graduate School in accordance with the published scoring form, and only those with the highest scores will receive funding.

   6.3. The Graduate School will notify applicants, their line managers/PIs and School Finance officers of the outcome by email.

7. Unsuccessful applications

    7.1. In the event that your application is unsuccessful, the Graduate School is unable to refund any payment made towards any costs related to your application, including, but not limited to, conference fees, visa expenses and travel costs.

    7.2. The Graduate School is unable to provide individual feedback on applications.

8. Successful applications

    8.1. The Graduate School may award the Prize with conditions. These conditions must be met, to the satisfaction of the Graduate School, before funding is released.

    8.2. Payment of the Prize is made through the applicant’s School using a project code issued by the Graduate School. The Graduate School does not process any payments related to the Prize.

    8.3. Payment for subsistence, meals and other incidental expenses will be made against receipts which must be retained and submitted by the applicant using the approved University process.
8.4. Applicants must book their travel using approved University travel suppliers. This can be done through the relevant School.

8.5. Successful applicants will be required to submit a report after their visit. The format of the report will be sent to each successful applicant at the time of the award. This should be sent directly to the Graduate School.

8.6. By submitting this report, Prize winners agree that the Graduate School can use their comments in advertising and publicising the Prize.