

QUEEN MARY UNIVERSITY OF LONDON POSTGRADUATE RESEARCH FUND

GUIDELINES FOR SCHOOLS/INSTITUTES

The QMUL Postgraduate Research Fund (PGRF) makes awards to research degree students three times per academic year. Information and application forms are available on the PGRF webpage:

<https://www.qmul.ac.uk/doctorscollege/doctors-students/current-students/postgraduate-research-fund/>

Applications will be open for three periods during the year. Students should apply for the relevant window, according to when they intend to spend the PGRF funding:

Funding period (i.e. when PGRF costs will be incurred, if approval)	1 December - 31 March	1 April – 31 July	1 August – 30 November
Applications open	1 August	1 December	1 April
Application deadline	1 November	1 March	1 July
Decisions released by	30 November	31 March	31 July

Applications are considered by a panel of senior staff (two from each Faculty), chaired by the Director of the Doctoral College.

Outcomes will be communicated to initially to the relevant DGS for final approval before the applicants and the relevant PGR administrator are informed. PGR administrators will be asked to provide a budget code for successful applications. The DC will arrange a journal transfer for funds into school budget codes provided. Schools/Institutes should then reimburse awardees after they have made the initial payment themselves and have submitted to the school/institute the expenses claim form together with receipts.

Schools/Institutes are responsible for managing these funds and ensuring that students who made successful applications receive these funds.

Schools/Institutes are requested to ensure that students are issued with and complete the relevant reimbursement claim form(s) as required by the QMUL Financial Regulations, and that these are processed and passed to Finance for payment by the School/Institute as quickly as possible. Departments should retain receipts and financial documentation.

On completion of the activity(ies), award holders must submit a Final Report form to their supervisor and School/Institute, sending a copy to gmpgrf@qmul.ac.uk.