



Keele Postgraduate Association

Disbursement Committee

Guidance Notes

These guidance notes should help you fill in the online application form. You should also read the Terms and Conditions document and familiarise yourself with the contents before submitting your application.

You are advised to seek assistance from your supervisor or programme director in putting together a bid to the KPA Bursary Committee. Your supervisor/director should be able to help you with the relevant information required to fill in the forms.

The Committee may ask the applicant for further details if it is deemed necessary. Applicants are asked to complete the application form as fully as possible so as to not delay the awarding of funds.

Personal details:

Please use your Keele e-mail address only. Applications and correspondence will not be accepted via private address. This is for auditing and monitoring purposes.

You should give a daytime telephone number. Primary communication will take place electronically but a telephone call may be required from time to time.

If you are on a taught programme, please put your school- even if you are an associate member of a research institute. If you are a research student, please put your Institute not Centre. If you are unsure of which school or research institute you are a part of then please ask your supervisor or administrator.

If you are not on a course, for example you are a research only student or are undertaking selected modules as opposed to a full course, please leave the course section blank.

Finance:

Please state the full amount that you are applying for from the Disbursement Committee. If you are successful, any expenditure above that sanctioned by the Committee will not be reimbursed.

The Committee shall look favourably upon those applications which have sought funds from other sources, regardless of whether those applications have been successful or not. You are advised to contact other funders and to tell us about this on your application form. Please feel free to include applications to other funders that are pending.

If your bid is successful, you will be given a deadline by which the funds must be collected. Failure to claim funds by the given deadline will result in funds being forfeited.

(Funds are to be collected through the President. You will be given further details on how to do this if your application is successful.)



Summary/Detail:

In the summary of your application you might like to consider the following (though you may include other details that you deem relevant):

- *Benefit to your work as a postgraduate*
For example; will the funding help you complete a key bit of archive or field work for which there are no other funds?
- *Benefit for personal development*
For example; will the funding allow you to attend a workshop and develop your research skills?
- *Benefit for your professional development*
For example; will the funding allow you to attend a conference and network with specialist and experts in your field?
- *Benefit of the trip to your School/ Research Institute/ the University/ KPA*
You may like to highlight opportunities for future partnerships and collaborations - or the possibility of promoting the brand of the KPA/Keele.
- *Cost efficiency of your budgeting*
Have you used price comparison websites - or sought out special deals via licensing agreements? Have you remembered to book standard accommodation and travel?
- *Description of actions undertaken thus far to secure alternative and/or additional funds*
Have you approached your school/RI, research councils, charities, specialist funders, government organisations, etc.?
- *Explanations for hereunto higher than expected costs*
- *What contingency plans do you have in place should your application be unsuccessful?*

Budget:

In the budget please provide the following details:

- A list of the items you need - e.g. accommodation, conference ticket, archive gloves, train fare
- A short description and breakdown of each item and the value added or the necessity of the item to the application, e.g. "4-night stay at Holiday Inn Victoria (£42 per night), nearby to conference centre, allows me to stay for the entire duration of the conference"
- An accurate cost of each item. The efficiency of the cost can be explained in the description box, i.e. price was found on cost comparison search engine or through a special deal.
- Please provide web links to the information you have based your cost estimates on, so that the Committee can see how you arrived at those costs

Submitting the form:

In line with our sustainability strategy, we only accept applications submitted through the online system found at kpa.org.uk. **All applications must be fully complete and authorised by the relevant supervisor/course director to be accepted by the KPA Bursary Disbursement Committee.** *Please note that all awards are made at the discretion of the Committee. They may be cancelled at any time and do not constitute a contractual obligation.*