

KPA BURSARY GUIDANCE NOTES 2018

These notes should be read in conjunction with the **KPA Bursary Terms and Conditions, 2018**.

The KPA Bursary is available to full members of the KPA, defined in the KPA Constitution (Article 13 and Standing Order 4) as "a registered postgraduate studying at Keele University".

You can apply for between **£50 and £500** for any activity that is not a requirement of your course, which supplements your learning, enhances your academic experience, enriches your education and / or broadens your opportunities.

WHAT THE BURSARY CAN FUND:

- Travel to an event, such as a workshop or conference (please seek the most cost-effective mode of transport available)
- Conference or workshop registration fees
- Materials required for the above
- Accommodation required for the above
- Groups of students attending the same event (although each must make an individual application)

N.B. The above list is not exhaustive – if you are unsure whether the activity you have in mind is an eligible one, please contact us at kpa.coordinator@keele.ac.uk

Please note: the KPA can also provide funding for any group of students (or an individual) who wants to organise a conference or learning event which will benefit them and other postgraduate students at Keele. However, we have separate funds for this, so please do not apply for a Bursary for this purpose. Contact us at kpa.coordinator@keele.ac.uk to learn more about how you can access these funds.

WHAT THE BURSARY CANNOT FUND:

- Any activity which is a requirement of your course / area of study
- Costs which should be covered by your Research Institute or Faculty
- Travel to and from University or compulsory placements
- Day-to-day living costs, such as rent or other expenses
- Subsistence costs (i.e. food & drink)
- The purchase of books or a laptop
- The purchase of other equipment (unless in exceptional circumstances)
- International travel
- First class travel
- Excessively expensive accommodation
- Visas
- Memberships, subscriptions or affiliation fees
- The purchase of Railcards or other discount scheme purchases

Each student may submit **no more than two applications in a 12-month period** - e.g. if you apply in March of one year, you can apply once more before March the following year.

Please ensure that your application form is completed in full. If it is rejected due to missing information, this will count as one of your two eligible applications.

The Application Process

Applications are usually considered towards the end of each month.

Before you apply – do your research!

1. You cannot apply for a KPA Bursary unless all other opportunities for funding have been explored. Ask your Supervisor about School or Faculty funding and any external sources that you may be eligible to apply for. The KPA Bursary should be a “last resort”.
2. Before applying, work out all the details of the activity and how it will benefit you. Think about how your studies are funded. What is your current financial situation? What do you want to do, how will you get there and how much will it all cost? The more detail you can provide, the better.

If you have any questions, please email us at kpa.coordinator@keele.ac.uk before you start to complete your application form.

Application forms can be obtained by emailing kpa.coordinator@keele.ac.uk

Completing Your Application Form

The preliminary questions are about you – your contact details, course or area of study, Faculty and the name / email address of your Supervisor or Personal Tutor.

“What do you Want to Use the Bursary For?”

Please give details here of the activity you wish to undertake. As a minimum we need to know what the activity is (such as name of the conference or workshop), where and when it will take place and any other relevant details, such as whether you are presenting at the event.

“Your Funding”

Please tell us how your studies are being funded. We need as much detail as possible. Include details of any bursaries, scholarships, loans or stipends you receive and to what extent they are funding you – such as “80% bursary, 20% self-funded”, etc. If you are funding your studies yourself, please make this clear.

“Other Sources of Funding You Have Applied For”

Please provide information about all other sources of funding you have applied for – including whether the applications were successful, partly successful or unsuccessful. If you were unsuccessful please tell us why. If you are still awaiting the outcome of another application, please tell us when you will hear. If you cannot apply for other funding, please explain why in this section of the form. If you write “N/A” or do not complete this section of the application form we will not be able to consider your application for a KPA Bursary.

“Why Do You Feel You are Experiencing Hardship?”

One of the KPA’s charitable objectives is the relief of financial hardship for postgraduates at Keele. The Bursary Awards and Scholarships Committee has a duty of care to ensure that the KPA’s funds are awarded to those in greatest financial need. In this section you need to show that you would not be able to take part in the event or activity without the support of the KPA. We are not necessarily looking for details of your income and expenditure, but how your circumstances have led to you being unable to fund the activity yourself. The more detail you can provide, the better.

“Why Should the KPA Fund This Activity?”

Please give details of how the proposed activity will help develop you professionally, academically, personally, and / or develop your research. Emphasise all the benefits to you of taking part. Express your passion and enthusiasm for doing it! The Committee will want to know how the activity will benefit your career, or why feedback from others will help you to develop your research. They will expect to see a convincing case being made in this section. There is a great deal of competition for our funds and the Committee need to understand why they should be funding you, as opposed to another applicant.

“Breakdown of Costs”

This is an important section. The Committee will be reluctant to support your application if it is in any way unclear what your costs will be or they cannot see why you are asking for the amount you have specified. Please provide a breakdown of **all** the costs involved in the activity and whether you are asking the KPA to fund all, or some, of the costs.

If you are asking the KPA to fund part of the activity, please specify which part - and state where funds will come from to cover the other elements. The provider and amount of funds applied for from other sources should be clearly detailed on the application form. This includes pending sources of funding and any funding coming from within the University, or via external bodies. Provide a clear budget and make sure it adds up correctly! If it does not, you will be asked to revise your application and re-submit it.

Accommodation should be in a standard room only. If you are sharing a room or using Airbnb, please indicate how many people you will be sharing with.

Journeys must be detailed and clearly set out. Please make use of railcards or any other discounts available to you (The 16-25 Railcard should be available to all full-time postgraduates, regardless of age). Always use the most cost-effective mode of travel. If you have not used the most cost-effective mode, you should explain in detail why.

Petrol usage will be calculated based on a 45p per mile flat rate; calculated distances will be checked by the Committee. Petrol costs will only be paid where it can be proven to be cheaper to drive than to use public transport, unless other justification can be given (to be decided at the discretion of the Committee).

You must provide evidence in your application form of all the costs you have calculated. This could include web links to conference prices, accommodation sites showing the nightly rate for the accommodation you have selected, bus or train ticket prices, etc.

“Statement of Supervisor”

Once your application is complete, please send it to your Supervisor and ask them to read it, complete the final sections and send the form to us by email to: kpa.bursary@keele.ac.uk . We have put this step in place so we can be certain that your Supervisor has read the application, approves it, and is prepared to confirm that no other funding sources are available within the Faculty for the proposed activity. *We require both you and your Supervisor to sign the form by hand. Electronic signatures can no longer be accepted.* If you print your form for signing and then scan and send it as a pdf, please note that we must be able to click on the links, so you may also need to send us a Word version of the form, with embedded links to your costings.

Group Applications

We welcome applications by groups of students attending the same event as we acknowledge that sharing travel and accommodation can reduce the costs. Each student must make their own application, so that the Committee can consider your individual circumstances - but please ensure that cost calculations are worked out as a group and that the costs in each application form are not conflicting, otherwise the Committee will be reluctant to support you. Please set out clearly

how much each aspect of the activity will cost and how many people will be sharing the transport, accommodation, etc.

If you have worked out how you will pay for the costs as a group (and how you intend to reimburse individuals, if this is necessary) then please explain this in your application.

The Decision-Making Process

All applications are considered at monthly meetings of the Bursary Awards and Scholarships Committee. This group is made up of senior staff from across the University and is chaired by the KPA President.

When we receive your application, we will check to ensure that all sections have been completed. If there are any omissions we will ask you to rectify this before your application can be formally submitted for consideration by the Committee.

The Committee will individually score Bursary applications out of 10 on each of the following areas:

1. Is this a good quality application overall?
2. Has the applicant evidenced financial need / hardship?
3. Has the applicant applied for / secured other funding?
4. Is the budget clear, reasonable and does it represent good value for money?
5. Has the applicant made clear what the benefits are to them of taking part in this activity?

Scores will be added together and this will inform the Committee's decision-making. It should be noted that budget constraints will also impact on decision-making.

The Committee's decision will be conveyed to you as soon as possible after the meeting. You will receive a letter via email, indicating whether your application has been successful, unsuccessful or requires more information. In all cases you will be provided with feedback on your application.

If you are successful, the letter will include a breakdown of the proposed award. This will be the maximum that you can claim for – if your actual expenditure is less than the amount indicated, we will only pay what you actually incurred in costs. The letter will include details of how to claim your KPA Bursary.

The Bursary Report

All successful applicants **must** complete a short (maximum of 500 words) report on the activity they took part in and how the activity benefited them.

This confirms to us that the activity has taken place, what benefits it resulted in and how the KPA has been promoted externally. It enables us to share with our membership and stakeholders what has been achieved by the KPA Bursary Scheme and how our funds have been spent. It will also serve as way of inspiring other Keele postgraduates; highlighting what they can achieve with the support of the KPA. All reports we receive are also considered at the end of the year, assisting the Committee in deciding the winner of the annual trophy, "Best Use of a KPA Bursary".

If we do not receive a report on your activity, you will not be eligible to apply for a KPA Bursary in the future.