Faculty Institute of Graduate Studies (FIGS) Funding
Guidelines

Important – please read these guidelines carefully once you have been awarded funds.

1. Purpose of FIGS Funding

FIGS funding is available to assist with a range of interdisciplinary research activities led by graduate students and/or staff in the Faculty of Arts and Humanities.

Applications should include details of the proposed activity and budget. They should cover no more than one A4 sheet of paper.

Up to £1500 is available per application.

Applications may either fully fund an event/workshop/seminar, or they can be linked to other applications for outside funding.

Applications must fill the following key criteria:

- Must be no more that one A4 page
- Include details of the purposes and programme of the planned event(s)
- Include a breakdown of likely costs for any refreshments, room bookings, and travel expenses, etc (fees for visiting speakers are not entertained)
- Showcase UCL Faculty of Arts and Humanities research.

Applications are particularly welcome if they:
- Demonstrate interdisciplinarity
- Demonstrate graduate student involvement in organisation as well as presentation

2. General Regulations

a. Applicants must be from the UCL Faculty of Arts and Humanities; however they may work in collaboration with other UCL Faculties or external institutions.

b. Applicants must be UCL graduate students or staff.

c. Applications must include a budget and proposed activity plan.

d. Allocated funds must be used within the academic year.

3. Conditions of the funding

a. FIGS must be acknowledged in conference literature and the logo included where appropriate.

b. Provide Kim Morgan (contact details below) with details of the event so that it can be publicised on the FIGS website - www.ucl.ac.uk/ah/figs

c. If you receive an award for FIGS funding, the funds must be used within the relevant academic year (i.e. – funds awarded in the 2013-14 academic year must be used by the end of July 2014). If you are not able to use the funds within this time, please contact Kim Morgan with an explanation and your case will be reviewed.

d. Ensure that your Departmental Administrator assists with administrative support as FIGS is unable to assist in booking rooms/catering etc.

4. Claiming funds

Once you are awarded funds, you will receive a confirmation email and expenses form with the exact amount you have been awarded. Please keep **all** receipts as you will need these to process payment:

- Complete the expenses form with **actual** costs incurred. The items which you claim for should generally be the same as those listed in your original application.
- Receipts for **all expenses** should be attached. Please staple the receipts on a separate page in the order you have listed them.
- Payment is available either as a personal payment or as a transfer to your department. **Please allow approximately one month for payment to be processed**.
- To request a transfer – contact your Departmental Administrator and ask them to forward an electronic IDT to FIGS care of Kim Morgan (Arts and Humanities Faculty Office).
- For staff personal payments – submit e-expenses via FIS.
- For student personal payments – we will need to issue you with a cheque, which can be done once we receive your receipts. Please contact Kim Morgan directly for full details.
- If your actual costs are lower than your estimated costs, the funds awarded will be reduced accordingly.

If you have any queries about FIGS funding, please contact:

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