The Bartlett Doctoral Initiative Fund
For Research Students and Staff
Regulations 2016/2017

IMPORTANT: Please read these regulations carefully before completing the application form.

1. Purpose of the Fund
The Bartlett seeks to encourage more innovative, collaborative responses to the world’s challenges from those involved in the creation of our cities, towns and settlements through education, ideas and research that are inventive, forward-thinking and cross-disciplinary. The Bartlett Doctoral Initiative Fund has two principal aims. Firstly, to support and encourage collaboration between schools and centres of The Bartlett in the form of thematically focused initiatives that benefit research students. These initiatives may be pedagogical or skills training related in purpose or aimed at assisting research students in academic networking and career development. Secondly, to assist postgraduate research students in deriving maximum benefit from their studies at UCL and to foster opportunity for inter-departmental and inter-faculty postgraduate research student activities.

2. Eligibility
Those eligible to apply for the Doctoral Initiative Fund are:
- Students registered for an MPhil/PhD or EngD degree with a supervisor located in The Bartlett.
- Academic staff located in The Bartlett.

Students with Completing Research Student status are not eligible to apply to this Fund.

For students, no more than two Doctoral Initiative Fund awards will be made to each applicant during their programme of study.

Lead Applicant
Applications made by groups should have a named individual as lead applicant (for example, the organiser of a Bartlett Doctoral Network).

3. General Regulations
- Decisions on applications are made by the Faculty Research Degrees Committee (PhD Sub-committee).
- It is expected that for successful student applications, the supervisor will periodically liaise with the student (and where appropriate faculty staff) in order to monitor the progress of the doctoral initiative (e.g. confirmation of expenditure).
- Where applicants have been registered for 48 months (84 months for part-time students) or more, the supervisor must confirm that the student is actively progressing and is still (as affirmed at his/her upgrade) on course to complete his/her doctorate.

Importantly: preference is given to initiatives that:
- Involve and benefit groups of research students rather than individuals;
- Are organised across a greater number of schools and centres;
- Are in areas that would assist The Bartlett in taking a leading role where other faculties and institutions are involved;
- Are not within the remit of funds routinely available elsewhere.
The following requests have been identified as being appropriate, but other suitable proposals will be considered:

- Hosting symposia or conferences aimed specifically at benefiting postgraduate research students across schools and centres;
- Collaborative workshops, skills training and meetings where cross-fertilisation between schools and centres is involved;
- Participation in relevant externally funded projects where no other source of funding is available.

Please take the following points into account before applying:

- In some cases, partial awards may be given;
- The Bartlett welcomes applications for the UCL aspect of joint ventures with other institutions, such as museums and galleries, provided that there is a reciprocal contribution from the other institution(s) and that the role of The Bartlett is fully acknowledged;
- The Bartlett welcomes applications for joint ventures with other faculties or any other units of UCL (e.g. CALT, UCL Media Services, UCL Enterprise and Opticon 1826) provided that there is a reciprocal contribution from the other faculties or units and that the role of The Bartlett is fully acknowledged.

The following requests will not normally be funded:

- Initiatives of benefit to an individual rather than groups of research students;
- Retrospective applications (for expenditure already incurred);
- The general maintenance of students, or the topping-up of existing Research Council or other maintenance grants;
- Generalised expenditure by departments on graduate students, e.g. a travel fund administered by a department;
- Personal computing equipment, e.g. laptops and tablets.

4. Awards Available

The maximum amount of an award will be £1,500. Where applicants can demonstrate an exceptionally broad range of beneficiaries, greater awards may be made.

Please note that funding is not guaranteed. Each application is considered on its merits. The Fund is limited and there may be occasions when it is not possible to make an award.

5. How to Apply

Regulations and application forms will be updated each year. For the current versions, please check The Bartlett Faculty website or contact our office. Applications should be typed. The forms are on the following webpage: https://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships/graduate-research-funding

- Please submit only the original application form, together with supporting documentation. You may either hand in or post a paper copy of your application, or you may e-mail your application to steve.ridge@ucl.ac.uk.
- Supervisors are required to complete and sign (handwritten or electronically, not typed) the relevant section of the form. Alternatively, supervisors may confirm their endorsement by e-mailing the Bartlett Faculty Office, steve.ridge@ucl.ac.uk.
- You may apply at any time but please note that applications are considered by a committee that meets every three or four weeks. If you wish your application to be considered at a particular meeting, you will need to submit it at least a week in advance. Please see the website for arranged committee dates. https://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships/graduate-research-funding
- Please be aware that incomplete applications will be returned to you unconsidered.

Proposal

Please explain how your proposed initiative will benefit the cohorts of MPhil/PhD and/or EngD students you identify.

Estimating Costs & Contributions

- Please give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate. Please ensure your estimates are based on the most cost effective accommodation and fares. Details of UCL’s preferred travel provider can be found here: www.ucl.ac.uk/procurement
• Information on UCL’s travel insurance policies can be found here: www.ucl.ac.uk/finance/secure/fin_acc/insurance.htm
• If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling using http://www.xe.com.
• Please be as accurate as possible in estimating your projected expenses. Awards are given based on the estimated costs. If the actual costs incurred are lower than those estimated, the award will be reduced accordingly.

6. Conditions of the Award
If you receive an award from the Doctoral Initiative Fund and subsequently receive other funding towards your expenses, you should inform The Bartlett Faculty Office immediately.
Items of equipment purchased will become the property of the Bartlett Faculty Office and, when appropriate, must be made available to other UCL students and staff. On completion of your funded doctoral initiative, the equipment should be handed to your School or Institute’s MPhil/PhD/EngD programmes administrator.

7. Claiming an Award
• If you are awarded funds, you will receive a confirmation e-mail and guidelines on how to claim your award. You will need to keep all your receipts, as you will be required to submit them to The Bartlett Faculty Office. If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
• IMPORTANTLY: please note that for awards made between 1st August 2016 and 21st March 2017, claims (complete and correctly made) must be submitted by 1st July 2017. Any unclaimed awards after that date will be cancelled. For awards made after 21st March 2017, claims must be submitted after 1st August 2017. Please plan the timing of your application accordingly.

If you have any questions about The Bartlett Doctoral Initiative Fund, please contact:

Dr Steve Ridge
The Bartlett Faculty Office
University College London
140 Hampstead Road
London NW1 2PT

E-mail: steve.ridge@ucl.ac.uk
Tel: 020 3108 9854