



## The Bartlett Doctoral Initiative Fund For Research Students and Staff Regulations 2023/2024

**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 initiatives 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

Proposed doctoral initiatives must be of benefit to research students based in a number of schools/institutes across The Bartlett. Applications primarily of benefit to one school/institute will not be considered. Therefore, we require a minimum of **two co-organisers to be named from different departments/institutes within the Bartlett**.

In order to apply to this Fund you must be either:

- a student recorded on Portico as enrolled on a UCL MPhil/PhD or EngD degree with a supervisor located in The Bartlett, at the point of application. Students with Completing Research Student status are **not** eligible to apply to this Fund.
- an academic staff member located in The Bartlett.

Application forms and regulations are available from our website:

<https://www.ucl.ac.uk/bartlett/programmes/funding-and-scholarships>

### 3. General Regulations

- a) The Faculty Research Degrees Committee makes decision on applications.
- b) No more than two Doctoral Initiative Fund awards will be made to each student during their programme of study.
- c) Applications should be received by Leanne Taylor ([leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk)) between the application windows below. Applications will be reviewed on a case-by-case until the funds for each term have been awarded. In all cases, applications received after the date of the conference will not be considered.  
Term 1 application dates: 25th September - 6th November 2023  
Term 2 application dates: 08 January - 12th February 2024  
Term 3 application dates: 22 April - 3rd June 2024
- d) 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.
- e) Preference is given to initiatives that:
  - are organised across a greater number of schools and institutes;
  - 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 of The Bartlett;
- Collaborative workshops, skills training, and meetings where cross-fertilisation between departments of The Bartlett is involved.

Anyone wishing to host an event in person must firstly ensure this is in line with Government guidelines and then complete a [Risk Assessment](#) (to be signed by your supervisor) which should be submitted along with the application form. Please see the 'Meeting, Events and Conferences' section of the UCL Safety Services [website](#).

The Built Environment Faculty Office welcomes applications for the UCL aspect of joint ventures with other institutions, such as museums and galleries, provided there is a reciprocal contribution from the other institution(s) and that the role of The Bartlett is fully acknowledged.

The Built Environment Faculty Office welcomes applications for joint ventures with other faculties or any other units of UCL (e.g. UCL Arena Centre, UCL Creative Media Services, UCL Innovation & Enterprise) 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;
- General administrative tasks, time in managing projects;
- 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. Expenses Policy

Please ensure that your expense claims comply with [UCL regulations](#).

When possible, if you are organising events they should be held on UCL premises. Catering can be arranged via your School / Institute office, who will use the services of UCL's [catering providers](#) when possible. Your School / Institute will pay and later claim back from the Faculty Office. Please inform the Faculty Office ([leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk)) after a catering order has been placed so that we can record the amount.

Food and drink for workshops, seminars, training events and conferences that you organise is counted as 'Staff and Student Entertaining / Hospitality' under the terms of the UCL Expenses policy. This applies to events where most of those present are UCL staff and students, with some or no visitors. Please refer to that section [7.8 and 7.9](#). Approval from the Built Environment Faculty Office must be sought before organising or paying for any 'Staff and Student Entertaining / Hospitality'. Your expense claims should therefore match those given in your application form.

If you are buying food or drink outside of the event venue, for example in a restaurant or bar, this counts as 'Business Entertaining' under the terms of the UCL Expenses policy. This applies to staff, students and visitors (e.g. guest speakers). Please refer to that section [7.14 to 7.19](#). Approval from the Built Environment Faculty Office must be sought before organising or paying for any 'Business Entertaining'. Your expense claims should therefore match those given in your application form.

## 5. 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. Occasionally, partial awards are made.

## 6. How to Apply

- a. Submit your application in advance of the conference and in line with the application windows, by email to [leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk).
- b. Your completed application form must include a supporting statement from your Principal Supervisor, together with his/her signature. This must be handwritten or electronic, not typed. Alternatively, your Principal Supervisor may e-mail confirmation of his/her support to the Built Environment Faculty Office, [leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk).
- c. Please include in your application an explanation of how your proposed initiative will benefit the cohorts of MPhil/PhD and/or EngD students you identify.
- d. You will receive e-mailed confirmation of the outcome, normally within five working days of the Faculty Research Degrees Committee meeting at which the decision on your application is made. The e-mail will be sent to your UCL e-mail address only.

Regulations and application forms are updated each year. For the current versions, please check the Built Environment Faculty website:

[Bartlett Doctoral Funding](#)

## 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 means (e.g. in relation to travel and catering).
- You may insure your travel free of charge. Please see the 'Business Travel' and 'To Insure Your Trip' sections of the following webpage (log on required): <https://www.ucl.ac.uk/finance/insurance/travel>
- If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling (GBP), using [www.xe.com](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.

## 7. Conditions of the Award

If you receive an award from the Bartlett Doctoral Initiative Fund and subsequently receive other funding towards your expenses, you should inform The Built Environment Faculty Office immediately by e-mailing [leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk).

Items of equipment purchased will become the property of the Built Environment Faculty Office and, when appropriate, must be made available to other UCL students and staff. On completion of your funded research project, the equipment should be handed to your School or Institute's MPhil/PhD/EngD programmes administrator.

Awards are made on the expectation that recipients provide a short 'output' report (of around 500 words) at the conclusion of their doctoral initiative, acknowledging the Bartlett Doctoral Initiative Fund, for inclusion on the Bartlett Doctoral Hub (<https://www.ucl.ac.uk/bartlett/study/mphilphd>).

## 8. 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 need to submit a copy of them online. If your School/Institute has made contributions, these will need to be claimed directly from them.

**IMPORTANTLY:** please note that claims (complete and correctly made) must be submitted within 2 months of the award. Any unclaimed awards after that date will be withdrawn. Please plan the timing of your application accordingly.

If you have any questions about The Bartlett Doctoral Initiative Fund, please contact Leanne Taylor ([leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk))