The Postgraduate Researcher Environment Development Fund (PREDF)

This Fund is designed to provide a small amount of funding for initiatives led by postgraduate researchers (PGRs), which directly benefit groups of PGRs within the University and have an impact on the researcher environment.

*The maximum amount that can be applied for is £2,000 per project. Applications in excess of this amount will not be considered under any circumstances.

Categories:

The key point of the fund is that projects must be for the benefit of PGRs within the University of Huddersfield. Other researchers, taught PGRs and/or the public may also benefit but PGRs are expected to be the main beneficiaries.

- Projects that facilitate public engagement with research
  - *Example – Public lectures, performances, exhibitions. Journals, blogs for distribution*

- Projects that enhance the personal development of groups of researchers within the research community
  - *Example – Showcasing research, guest lectures, knowledge sharing events*

- Leading the organisation of conferences or workshops held locally, which are of wider benefit to University of Huddersfield PGRs
  - *Example – Writing Retreats, PGR Conference*

- Creation of infrastructure or facilities to support the development of PGRs, intended to be accessible to future groups of PGRs
  - *Example – Podcasts, web resources*

- Purchase of equipment/resources to be used by groups of PGRs over the medium-long term
  - *Example – Purchase of Lego kits for Lego serious play events*

These categories are not exclusive – applicants are encouraged to think creatively about what they would like to apply for.

Timescale

Applications will be accepted at any time of the funding year (1st October – 31st July). The Fund will not accept applications for projects which have already started, or fund projects retrospectively.

Projects are expected to begin within 2 months of the funding being allocated and should not continue beyond 12 months (any funds not spent at this point should be returned). After the project end you will be expected to complete and return a short end-project report. You may also be asked to do a short presentation.

If your project is designed to continue after the specified project end, you should consider how this will occur and mention this on your application (where will future funds come from, who will take over organisation etc.).
Applicants

We welcome applications from any current member of the University’s PGR community (PGRs who are currently suspended are not eligible to apply and should wait until they are no longer suspended).

Applicants should discuss their application in advance with their supervisor and agree that a) the project is viable within the timescale and budget and b) the applicant has enough time to devote to the project without jeopardising their research. Applications must be signed off by a supervisor of the project lead and the Director of Graduate Education for their School.

We welcome collaborative bids from more than one PGR. In this case, please choose a project lead. Projects which include and benefit PGRs or researchers from a range of different subject areas are actively encouraged.

Sole applicants, or lead applicants of joint bids, should not apply if they plan to complete their research degree before the project has finished.

Restrictions

Given the limited funds available, you should clearly explain within your application how the funds will be spent and that it demonstrates value for money. You should also show that you have investigated whether some or all of the money could be obtained from other sources.

Eligible items for funding include:

1. Basic refreshments at the event – such as tea/coffee and biscuits. A meal can also be provided if timing necessitates this. Please note that, where possible, the university catering service (Huddersfood) should be used.

2. Reasonable expenses for external speakers if required (some external speakers do not charge). Alcohol cannot be paid for using this fund.

3. Printing of posters, handouts etc. Please note that where possible printing should be done by the university’s Printing Services rather than by an external company.

4. Room bookings if required (there is not usually a charge for rooms bookings on campus)

5. Purchase of equipment necessary for the project

Funding cannot be used for the following:

- To pay for attendance at a conference/event
- For projects where you are the only beneficiary
- For courses/training which should be more properly provided by the School/department (examples include organising training on software specific to a certain field)
- For events which are directly linked to, or are an integral part of your research project (for example you will not be allowed funding for data collection or for resources required for you to undertake your research)

Individual Schools have the funding for conference attendance and resources which are necessary for you to complete your research. Please contact your School administrator for details of this.
Decisions:

Decisions on applications will be made by a panel of at least two Directors of Graduate Education (on a rotating basis), Dean of the Graduate School, and a representative from Research and Enterprise.

There are 4 different possible outcomes for an application

1. The application is approved
2. The application is rejected
3. The reviewers approve some aspects of the proposed project but not others (a reduced amount of funding is approved)
4. The reviewers require more information before a decision can be made

Feedback from the reviewers will be sent to the applicants in all cases.

Application process:

1. Read through the guidance documents
2. Discuss the application with your supervisor
3. Enquire about other sources of funding
4. Fill out the form
5. Get form signed by supervisor (lead applicant’s supervisor for group applications)
6. Get form signed by Director of Graduate Education
7. Send completed form to pgrskills@hud.ac.uk (stating PREDF application as the subject). Please do this in plenty of time before you need a decision.
8. Applicants, School PGR administrators, supervisors and Director of Graduate Education will receive an emailed confirmation of receipt
9. The application will be considered by the panel
10. Applicants will receive a decision and feedback on their application
11. If successful, funds will be released to the School cost centre. Applicants will be advised who to contact to spend the funds
12. Send pgrskills@hud.ac.uk a brief evaluation of the project using the attached guidelines within a month of the project finishing. You may also be asked to do a brief presentation to other PGRs at a centrally organised event