



POSTGRADUATE-LED INITIATIVE GUIDELINES

Please read these guidelines carefully before you complete an application form for funding:

Who can Apply?

- Postgraduate students can apply for Postgraduate-Led Initiative funding from the start of September up until the end of June
- Only activities aimed at and relevant to postgraduate students will be considered for funding

How to Apply?

- To apply for funding, students must complete an application form outlining the purpose and scope of the initiative and the funding required
- Your submission must be endorsed by your Head of School or Postgraduate Co-ordinator. This endorsement must be included on your application form.
- Completed applications should be emailed through to pg.skills@gub.ac.uk
- Please note that these will not be accepted across the months of July or August

Deadlines to Note:

- We request that your application be submitted 4 weeks in advance of your initiative taking place
- Acknowledgement of your application will happen within 5 working days of this being received
- Any decisions regarding the approval of funding for a Postgraduate-Led Initiative will be taken by a panel comprising senior management members of the Graduate School
- The Graduate School panel meet on the last Thursday of every month to review any pending application forms. A decision regarding your application will be fed back to you in the days that follow.
- If your application is approved, the funding will be processed by the Graduate School

Allocation of Funding:

- The maximum amount the Graduate School will award towards a Postgraduate-Led Initiative is £400
- As total costs for the proposed initiative may be more than the amount of funding awarded, the support agreed may be a contribution towards the proposal



- Each School has been allocated a set amount of funding. Once the allocation has been met, applications will be considered on a case-by-case basis.
- Funding should not be used for direct financial assistance to individuals
- Funding is not available for any travel costs incurred by postgraduate students who are co-ordinating the event
- If your activity/event runs across 2 consecutive days, additional requests for funding will be considered on a case- by-case basis

Travel & Accommodation:

- Please note that in line with University business need, the most cost-effective methods should always be used
- Please provide two quotes for travel and accommodation identifying any airline carriers / taxi companies etc.
- The Graduate School has an agreement in place with The Wellington Park Hotel and ask that this hotel is utilised unless justification can be provided as to why this venue has not been selected / a cheaper alternative is available

Hospitality Costs:

- Funding for hospitality costs (i.e. tea, coffee breaks or other refreshments) is restricted to a maximum of £100
- Please note that for events lasting more than one-day additional funding for hospitality may be considered (up to £200)
- Designated QUB providers must be utilised (The Great Hall, Junction/Krem) for hospitality. Full details are to be provided on the breakdown of costs including the provider selected, items to be purchased, cost and numbers attending the event.
- Please note that we do not cover the cost of alcohol

Venue:

- The University premises should be used for all events
- A room in the Graduate School may be available to use. Please contact gradateschool@qub.ac.uk or telephone 028 9097 2585 for any booking queries.

Guest Speakers:

- The Graduate School is happy to contribute towards the costs of one guest speaker
- Additional guest speakers will have to be supplemented by other means e.g. your School



Subsistence Costs:

- If your proposal includes a guest speaker, subsistence costs are limited to £15 (12 hour period) and £25 (24 hour period)

Additional Assistance or Support:

- If you require support from the Graduate School during your activity or event, you can request assistance in the form of a Community Assistant
- Please note that this will be paid support at a cost of £7.83 per hour. You will need to include this in the 'detailed breakdown of total funding required' section of your application form
- We would encourage you to apply at least 4 weeks prior to your initiative taking place where additional assistance or support is required, so that we can ensure availability and draw up the Community Assistant rota accordingly

Stipulations:

- Successful applicants must submit a short Evaluation Report after the initiative has taken place
- Receipts for all monies outlaid on the initiative must be submitted to the Graduate School along with your Evaluation Report straight after your event has run
- Please ensure that any staff members involved in the delivery of your initiative are outlined

Marketing:

- Support from the Graduate School should be acknowledged at any event or in conjunction with/on any material developed
- The Graduate School branding will be supplied if you are successful

Please adhere to the guidelines listed above.

If additional information is required, you may have to resubmit your application to be reviewed at the next panel meeting, resulting in a delay to your proposed activity/event.

If you wish to discuss your application before submitting, please contact:

The Graduate School

Email: pg.skills@gub.ac.uk