**RESEARCH STUDENT SUPPORT STRUCTURE:   
GUIDANCE FOR COVID-19 TIME AND STIPEND EXTENSIONS (STAGE 3)**

This document provides guidance for research students who have had research or personal impacts due to Covid-19 and are seeking Time and Stipend Extensions. It details the process and timeline for Stage 3 funding support.

From the start of lockdown, the University’s approach has been to support students based on the impact that the pandemic has had on their research project or on their ability to progress their research project. This applies regardless of a student’s funding source, though some funding bodies have also provided support for extended periods of stipend payments.

Supervisor support and time extensions will apply to all research students, including those who were undertaking the research section of their professional doctorate at the point of lockdown and MPhil students. Requests for time extensions will also apply to students in Thesis Only (writing up) period and those who are completing corrections to their thesis (where Covid-19 impacts can be demonstrated).

Stage 3 funding support applies to students registered on a PhD (or other agreed degree pathway, e.g. EngD) who are in their funded period (i.e. within the period agreed by your funding body to provide you with funding) or the [‘normal’ study period](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ResearchDegreeProgrammes/PeriodsofStudyHolidaysandOtherAbsences/) of full-time or part-time research for those without funding.

Overview of Research Student Support Structure for Covid-19 Impact:

While initial responses were necessarily reactive, recognizing that we will be supporting researchers with Covid-related impacts for the foreseeable future, it is important to re-iterate the support structure for research students, and ensure that they are aware of the full range of options to make decisions relating to their individual situation, with support from their supervisor. This includes:

1. Student-Supervisor Meetings

Students should be discussing their research plan and progress, level of impact of Covid-19 and proposed mitigations with their supervisory team on an ongoing basis, and recorded in the Research Student Lifecycle. Extension requests should be discussed with your supervisor where possible, who can provide advice on adapting your research, and help you explore options to manage your research and your personal circumstances (e.g. taking a temporary Leave of Absence, if funding and visa conditions allow you to switch to part-time study), or connect you with support and advice relating to wellbeing, disability support, research skills, financial challenges and advice about funding terms and conditions. This is also a space to discuss any health or safety concerns relating to the way your research is undertaken.

1. Extensions to study time and fee free period

The University put in place support for all students registered at some point in the 2019-20 academic year up to 23 March 2020, on any registration status, to allow up to a 3 month extension with no additional fees. Students do not need to make a case for an extension of up to 3 months, but need to make their School Postgraduate Research Committee (via their School Office) aware that they need it, and the School will request it is added to a student’s record.

The University will now support up to 6 months (3 months as set out above plus up to 3 additional months) without additional fees. If you wish to request an extension in normal period of studies or thesis only time longer than 3 months, you must outline a case for impact due to Covid-19.

* For students who are eligible to be considered for this round of stipend extension funding, this process has been incorporated into the Stage 3 PGR Application for Additional Time / Funding to allow consideration of your time extension request by your School before being considered for funding. To be considered for this funding, your application must be submitted by **26 February 2021**.
* For students not eligible for Stage 3 Funding Support: Those who are already on Thesis Only status can apply for a time extension using the normal process for requesting concessions, with new section to indicate Covid-19 impact.

See **Appendix 1** for an overview of the process for students at different stages of research degree.

The case will be considered by the School Postgraduate Research Committee (SPRC). If the SPRC endorses your extension request, and a concession to maximum registration time is approved by the Pro Vice-Chancellor, you may be granted up to 6 months total fee- free period. For students who have studied on a part-time basis for the majority of their research degree programme, this may be up to 12 months total fee free time.

***Please note that for funded students, consideration of extension of research time/request for fee free period and extension of stipend funding are undertaken separately. Approval of additional registration time does not mean that additional stipend funding has been approved. However, in order to be considered for additional stipend funding support (e.g. Stage 3 process), your School Postgraduate Research Committee must have endorsed your request for additional time. If you are not able to gain a stipend extension for the period of time extension agreed, you may wish to shorten your extension period, which should be discussed with your Supervisor and your School Postgraduate Office informed.***

The University regulations establish a maximum cumulative period of temporary withdrawals (Leaves of Absence) of 2 years. Leaves of Absence taken between March and November 2020 will not contribute to this maximum. If a student takes a Leave of Absence after November 2020 due to ongoing Covid-19 impact, and then reaches the 2 year maximum, unless there are specific circumstances relating to the research project, it is likely that a concession will be approved, following the normal process for extensions to LOA period.

1. Stipend extensions and funding support to offset the impact of the disruption on academic progress or ability to progress.

Doctoral Training Programmes / Centres for Doctoral Training completed Stage 1 of UKRI funding extensions for students with funding due to end up to 31 March 2021, and the University completed extension processes to support Department for the Economy (DfE) Stage 1 and 2 funding extensions, for students due to end funding up to 31 March 2021. The University also allocated £20k additional funding for Covid-related expenses incurred by students without funding extensions due to complete up to 31 March 2021 and self-funding students due to complete before 30 September 2021.

The Stage 3 funding extension process is now open for applications. Stage 3 prioritises students with funding end dates, or who are due to complete their ‘normal’ period of studies between **1 April - 30 September 2021.** Students whose funding or normal period of studies has ended before 1 April 2021 will be considered for funding support if they have not had a funding extension from their funding body or are self-funding, and need further time to complete their research (i.e. not writing up). There is also a process that considers as a priority students funded by UKRI whose funding is due to end after 30 September 2021, who meet UKRI criteria for ‘needs priority’ consideration. Details about Stage 3 Funding Extensions are set out below.

All students, including research students, may also apply to the [University’s hardship funds](https://www.qub.ac.uk/Study/Feesandfinance/student-financial-support/), which provide financial support for students experiencing financial difficulties. Students can apply for this support at any time, and can apply multiple times. For support in making an application, contact Advice SU ([studentadvice@qub.ac.uk](mailto:studentadvice@qub.ac.uk)).

**STAGE 3 FUNDING EXTENSIONS**

1. **Eligibility for Stage 3 Funding Extensions**
2. **Criteria to Prioritise and Assess Allocation of Funding**
3. **Queries**
4. **Application Procedure**
5. **Who will be making Decisions**
6. **Timeline for Decision-making for Stage 3 Funding**
7. **Complaints or Appeals**
8. **How we will protect your information**

The Stage 3 process is comprised of the following funding support for research students:

* Funded by UKRI: students due to complete funding between 1 April 2021 - 30 September 2021 AND students due to complete funding after 30 September 2021 who fit the ‘needs priority’ criteria outlined in priority 2 below.
* Funded by the Department for the Economy (DfE) NI: due to complete funding between 1 April 2021 – 30 September 2021. Where a student is part of a DTP cohort that falls within this timeline, they may be considered if their funding end date is just after 30 September 2021 to ensure consistent treatment of the cohort.
* Students who have not received a funding extension or who is self-funding, who meet eligibility criteria set out below – this funding has been contributed by the DfE and UKRI to support research recovery, and allocated by Queen’s to support research students.

UKRI has articulated that in this stage of funding, they expect that the majority of students will be allocated a maximum of 3 months’ stipend extension, and that stipend extensions beyond 3 months will be in very exceptional cases. As the funding available at this point across all three categories is less than that which would be required to support all research students who would be eligible, it is anticipated that the majority of support awarded will not exceed a 3 month extension. However, if further funding becomes available, the information submitted during this stage could be revisited and further impacts recorded as appropriate.

1. **Eligibility**

Applications for stipend extensions / funding support will be considered from students who meet all of the criteria below.

1. Research students who were registered on a PhD or EngD in the 2019-20 academic year before lockdown and had a start date for research programme before 1 March 2020.
2. Currently registered full-time or part-time and completing research, and not yet on Thesis Only (writing up) status[[1]](#footnote-1).
3. Not already received a funding extension from funding body. Students who are jointly funded by two bodies, where only one body has agreed limited/partial extension support may make a case for some additional support.
4. Demonstrate through application form that you have experienced significant academic disruption due to Covid-19 and/or the lockdowns, and cannot sufficiently mitigate the effect or adjust their projects.
5. Must meet criteria in either Priority 1 or Priority 2 categories:

Please note, due to the limited amount of funding available at this point and the high number of students falling within Priority 1, **only students funded or part-funded by UKRI will be considered with funding/research period end dates after 30 September 2021 at this time** (Priority 2)**.**

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| **Priority 1** | **Priority 2 (UKRI-funded students only)** |
| * Have an end date on their funding period, or in the case of self-funded students, their period of full or part-time research (normal period of studies) is due to end by **30 September 2021**.[[2]](#footnote-2)   This is open to students funded by DfE, UKRI, other funding sources that have not offered stipend extensions and students who are self-funding.  Students in this priority may choose indicate any additional priority considerations in support of their application (e.g. disability, long-term condition, neurodivergence or caring responsibilities) in the **Needs Priority form.** | * have an end date on their funded period **after 30 September 2021** * have experienced additional disruptions or challenges in adapting research; for example, disabled students, those with long-term conditions, those who are neurodivergent, or who have caring responsibilities.   To be considered under this priority, you must be funded or part-funded by UKRI and a **Needs Priority form** must be completed in addition to the Time and Funding application. |

The link to the Application Form and process for applications is set out under **Section D** **Application Procedure**.

1. **Criteria to Prioritise and Assess Allocation of Funding**

Priority for allocation of additional stipend / funding support will be based on:

* the need for an extension has resulted from the Covid-19 disruption, either because the disruption has affected the project directly or the student’s ability to progress the project[[3]](#footnote-3), ***and***
* mitigation is not possible or cannot be sufficient to allow a student to complete their studies to the required standard in the study period due to the disruption.

As the funding available is limited, applications will be assessed in relation to what is ***essential in order to successfully complete your research and achieve a doctoral outcome***.

Extension stipend / financial support cannot exceed the standard level of support established by UKRI / DfE (i.e. this funding cannot support ‘top ups’ or higher stipend payments), and will not include extension of Research Training and Support Grants.

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| Impact of Covid-19 on your research | **Must outline how impacts have contributed to very significant delays, multiple impacts**   * Significant well-being impacts (physical or mental health, bereavement); * Significant and/or sole carer with full-time caring responsibilities (e.g. children or vulnerable groups); * Specific impacts on research/data gathering/fieldwork due to exceptional elements (e.g. research is seasonal or reliant on specific event or activity which did not happen in 2020) * Indicate dates of disruption |
| Identification of adaptations and opportunities to mitigate impact of delays | **Demonstrate that mitigation / adaptation not possible or sufficient to allow studies to be completed to the required standard**   * Attempts to mitigate impact have been identified and implemented * Focus on quality of outcome, not quantity * Student demonstrates that they understand that additional funding request is not to replace ‘time lost’, but to complete research to a doctoral standard. * Reasons for mitigations not being sufficient demonstrate exceptional occurrences / elements of their research project OR explanation is related to needs-priority (opportunity to provide further information in Needs Priority Form) |
| Evidence of additional time requested as relates to revised research plan and extension time requested | **Demonstrate that even with mitigation / adaptation, work to be undertaken cannot be completed in original study period**   * Realistic and feasible plan for achieving outcomes, demonstrating use of time where further delays incurred to progress other elements of research. * Highlighting ongoing delays as opposed to those which have been resolved |
| Demonstration that student has experienced additional disruptions that have made adapting research or mitigating Covid-19 impact more difficult. | * In the Needs Priority Form, student outlined additional disruptions or challenges in adapting research which requires priority consideration for additional funding support; for example, disabled students, those with long-term illness, who are neurodivergent, or who have caring responsibilities. |
| If all of the above criteria are demonstrated, the Institutional Assessment Panel may choose other factors or criteria to enable prioritisation of funds to those in greatest need, which may include: | * Prioritise those closest to their funding end date * Duration of initial funding period * Level of stipend support throughout research degree * Some funding is aimed at students in particular disciplines |

**Appendix 2** provides a matrix to assist with assessing the impact of Covid-19 lockdown on research projects, developed by the University of Glasgow. It may be helpful to refer to the levels of impact related to your main research mode in articulating impacts on your research project.

1. **Queries**

For queries about articulating the impact of Covid-19 on your research, adapting your research or mitigating delays, please ensure you have had a conversation with your Supervisor.

For queries about time extensions to your study period, please contact your School Postgraduate Office.

For questions specific to funding extensions or your funding body’s terms and conditions, please contact the Postgraduate Awards team ([pgawards@qub.ac.uk](mailto:pgawards@qub.ac.uk)).

For information / support relating to managing the impact of a disability or long-term medical condition, please contact Disability Services ([disability.office@qub.ac.uk](mailto:disability.office@qub.ac.uk)).

**D. Application Procedure**

[APPLICATION FORM](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3D6ner6qW040mh6NbdI6HyhkfcgAC2mdBBj5ej04m9d79UQVc1QVNSR0RUVTA4OUJZRTkwNkM3WlJHUS4u&data=04%7C01%7Ckara.bailie%40qub.ac.uk%7C66f7f907957645d9d43108d8c232d074%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637472873065273015%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TusgdgbThC%2Bxhx9%2FHjJoreCXL0l6yv5Evrztd%2Ff41h0%3D&reserved=0) Deadline: 26 February 2021

Application Form Section 1 Student and Programme Details

Application Form Section 2 Request for Time Extension

To be completed by any student due to complete funding or normal study period by 30 September 2021 who wishes to request an extension in study time beyond their 3 year normal period of study or funded research time.

If you meet eligibility criteria for Stage 3 funding, you can use this form to request up to six months additional time without fees.

Application Form Section 3 Request for Funding Extension

To be completed by any student who meets eligibility criteria for this round of funding, who wishes to be considered for a stipend extension or funding support.

Needs Priority Form Can be completed by any student who meets eligibility criteria for this round of funding, who wishes to outline additional prioritisation under the ‘needs prioritisation’ criteria (i.e. disability, long-term condition, neurodivergence or caring responsibilities).

The Needs Priority criteria is mandatory for UKRI students due to complete funding after 30 September 2021 to be considered for funding extensions at this time.

What you will need to complete your application form:

* Ensure that you have discussed your revised research plan, and how you will articulate the impact of Covid-19 on your research project, with your supervisor.
* You will need to know your month and year that you first registered for your research degree programme, the month of year that your current funding ends / normal period of studies ends, name of your funding body or sponsor, how much funding you receive annually, what your funding covers (e.g. fees, stipend or both).
* If you have had any periods of temporary withdrawal, you will need to give start and end dates (month and year) of these periods.
* You will be asked to answer two questions about impact of Covid-19 on your research and how you are mitigating the impact on your research, within 250 word maximum. It is recommended that you write these in a Word document first, and then copy them into the form. This will also ensure you have a copy of your statements.
* An updated research plan with timelines revised to reflect the amount of time you are requesting. This can be uploaded as a Word, Excel or Pdf document.
* If you are completing the Needs Priority form, you have an option of giving permission for the Panel to access your Student Support Agreement from Disability Services, or to upload any evidence that is concise and easy to understand, that may help the Panel in understanding the impact of your disability or long-term condition. You will also be asked to outline the impact of your situation or circumstances on your ability to adapt your project or put in place mitigations, within 250 word maximum. This will also ensure you have a copy of your statements. If you have indicated that you have impacts due to caring responsibilities, you will be asked to describe your caring responsibilities within 250 word maximum. It is recommended that you write these in a Word document first, and then copy them into the form.

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| Step 1: | Discuss your application with your supervisor, and record these discussions on Qsis Research Student Lifecycle. You will be asked to confirm that this has happened on the application form. You should use your Annual Progress Review to update the panel on your progress and research plan.  Ensure that your updated Research Plan is set out in document that can be uploaded with your application (Word, Excel or Pdf) and that the file name follows this naming convention:  *School\_Lastname\_Firstname\_StudentNumber* |
| Step 2: | Review Guidance, especially eligibility and criteria. Ensure you have relevant information to complete the application, and that your files you are uploading use the appropriate file naming convention. |
| Step 3: | Complete the application form(s) as outlined above. You have an option to receive a copy of what you submit.  School Postgraduate Research Committees will review applications looking at requests for additional time, ensure that relevant concessions to regulations are requested, and updates made to your student record. This will include requesting that your extension without fees is added, if approved. They will be looking at whether requests for extensions are reasonable, and that complete information is presented.  Your School should communicate the outcome of your request for additional time and associated fee free period to you once approved. |
| Step 4: | SPRCs will submit their endorsements for time extensions to the Postgraduate Awards team, for consideration by the Institutional Assessment Panel for funding.  If you indicate that you are part of a Doctoral Training Programme, the School will need to share your application with the relevant DTP co-ordinator within Queen’s, and share the outcome in terms of time allocated with the DTP administration, who may not be based within Queen’s. |
| Step 5: | An Institutional Assessment Panel, with representation across Faculties and including a member of the PG Awards and team member from Student Disability and Wellbeing, will make decisions about stipend funding extensions and funding support that can be allocated.    Outcomes from the Institutional Assessment Panel may be: Further information required, Period of stipend extension applied for is granted, some of the period applied for is granted, stipend extension not granted or contribution to living costs granted.  If you are part of a Doctoral Training Programme, the Postgraduate Awards team will need to share the outcome of your funding application with the DTP administration, who may not be based within Queen’s |

1. **Who will be making Decisions**

School Postgraduate Research Committee

This is an existing mechanism for considering and supporting student progress. As is normal practice, the SPRC will determine time recommendation and make updates to your student status / seek concessions to maximum study periods where relevant.

The SPRC will review the case for additional time / adaptations and mitigations in place, and will ensure that requests are reasonable, timely and complete. They may challenge the proposal and ask for amendments. They will communicate with their students about outcomes relating to extension of time.

The SPRC must review a student’s application and determine the time extension in order for a student’s application to be considered by the Institutional Assessment Panel for funding.

Institutional Assessment Panel

This has been established for the purpose of overseeing allocation of funding allocated to support research students. It is Chaired by the Associate Pro-Vice-Chancellor (Graduate Studies), with one representative per Faculty as nominated by the Faculty Dean for Graduate Studies / Research, representation from Graduate School, Student Disability and Wellbeing services. The Institutional Assessment Panel will assess whether a student requiring additional study time that is agreed by SPRC is eligible for funding available, and allocate funding based on meeting criteria and other priority considerations. It will also report on research student impacts to other University bodies and Funders.

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| 1. **Timeline for Decision-making for Stage 3 Funding**   Applicants will be informed about any unanticipated delays to receiving their outcomes of funding extension requests. | |
| 1 February 2021 | Dissemination of process, criteria and guidance by the Graduate School, Faculty Deans and School Postgraduate Research Directors |
| 26 February 2021 at 4pm | Deadline for eligible students to submit PGR Application for Time/Funding Extension due to Covid-19 Impact |
| 26th Feb 2021 –  10th March 2021 | School Postgraduate Research Committee (SPRC) to consider student applications for additional time and establish recommendation for additional time extensions.  SPRC submit their outcomes to the Institutional Assessment Panel by 10th March 2021, take forward requests for concessions to maximum study time and request period without fees to be added to student registration. |
|  | **SPRCs will communicate with students about outcomes relating to time extensions and update student records.** |
| 10th March –  19th March 2021 | Institutional Assessment Panel to consider all applications, apply additional prioritization criteria and determine source / duration of funding allocated. |
| 22nd March –  1st April 2021 | Outcomes of the stipend allocation process communicated to applicants by Postgraduate Awards. |
| 16th April 2021 | Deadline for Appeals or Complaints |
| 16th April –  30th April 2021 | Appeals against decisions will be considered. |

1. **Complaints or Appeals**

Complaints can be submitted if you are dissatisfied with an element of service provision, to the relevant service provider. See the University’s Student Complaints procedure [here](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/StudentComplaints/).

Appeals will be considered on the grounds that the published institutional process has not been followed. A form will be made available and circulated to all applicants in March 2021.

1. **How we will protect your information**

Queen’s University holds any personal information which you provide to us in accordance with data protection regulations (GDPR).  Your information will only be shared with those who require it in order to make a decision relating to your time or funding extension. If you are funded by a funding body, they may have requirements for the University to share information about students they fund.

Disclosure will only take place with your consent. You have the right to withdraw your consent to disclose information at any time. You can do this by informing us in writing or emailing [pgawards@qub.ac.uk](mailto:pgawards@qub.ac.uk).

If you wish to view more details about how and when we will use your data, please refer to the University’s Student Privacy Notice.

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| **Overview of Time and Funding extensions for Research Students** | | | |
| **Student Status?** | **Eligible for?** | **When?** | **How?** |
| Completed 12 months Thesis Only and availed of 3 month Fee-Free Period (FFP) | Further 3 month FFP but must be approved on a case-by-case basis | Right now | School PG Office supports student to complete concession form, with section for Covid impact.  Quality Assurance & Regulations will notify PGR Records if approved to add on additional FFP. |
| Normal period of study ended before Sept 2020, availed of 3 month FFP | Further 3 month FFP but must be approved on a case-by-case basis | At the end of their Thesis Only (e.g. in January 2022) | School PG Office supports student to complete concession form, with section for Covid impact. |
| Normal period of study ended Sept 2020 or later, availed of 3 month FFP, moved to Thesis Only in Dec/Jan/Feb 2021 | Further 3 month FFP but must be approved on a case-by-case basis  Students who have not had funded extensions and recently moved to TO may be eligible for funding support through Stage 3 process | Deadline 26 February (but TO status would need to be overturned to receive stipend payment) | Through new online form for time / FFP / funding. |
| Current 3rd years: Normal period of study due to end by 30 Sept 2021, has not availed of a FFP | Only wants to request 3 months FFP | Right now if need it in place before mid-March, or 26th Feb if to be actioned later. | This can be requested through the online form, or by School emailing PGR records if urgent (i.e. needs it in place before mid-March). |
| Current 3rd years: Normal period of study due to end by 30 Sept 2021 | Up to six month FFP  Consideration for stipend funding (Stage 3) | Deadline 26 February | Through the new online form for time/FFP/funding |
| Current 2nd years (Funded by UKRI, funding due to complete after 30 September 2021 and seeking consideration on needs priority basis) | Up to six month FFP AND consideration for stipend funding (Stage 3) | Deadline 26 February | Through the new online form for both time/FFP/funding |
| Current 2nd years | Up to six month FFP | Next year | TBC |
| Current 1st years | N/A (would not have been registered on 23 March 2020) | N/A | N/A |

This matrix has been used at the University of Glasgow, to provide a high level overview of projects which were active at the time of the Covid-19 virus. In articulating your impact, it may be helpful to refer to the matrix and discuss with your supervisor.

| **Main Research Mode** | **High Impact** | **Medium Impact** | **Some Impact** | **No Impact** |
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| **Lab Based / Object-based research (i.e. research that impinges on access to specific location or resource)** | All research work stopped: - Activity had started, but stopping has nullified the results; or activity could not be started - Mitigation actions not possible - Outcome of the research cannot be delivered - Staff employed on grant unable to work due to COVID-19 related issues | All research work paused: - Activity can recommence once access to labs/resources resumes - Mitigation possible to minimise impact - Staff employed on grant unable to work due to COVID-19 related issues | Research continues (e.g. remote data collection) or can be delayed without detriment: - Mitigation largely negates any impact - Staff employed on grant can continue to work despite COVID-19 related issues | Lab/object-based research continues during "lock-down" period. |
| **Fieldwork/Archival/Survey/Human Participant[[4]](#footnote-4) Based (i.e. requiring access to one or more study sites/resources)** | All fieldwork/archival/survey/human participant work stopped: - Activity had started, but stopping has nullified the results; or activity could not be started - Mitigation actions not possible - Outcome of the research cannot be delivered - Staff employed on grant unable to work due to COVID-19 related issues | All fieldwork/archival/survey/human participant work paused: - Activity can recommence once possible - Mitigation possible to minimise impact - Staff employed on grant unable to work due to COVID-19 related issues | Fieldwork/archival/survey/human participant work continues (e.g. via remote data collection) or can be delayed without detriment: - Mitigation largely negates any impact - Staff employed on grant can continue to work despite COVID-19 related issues | Fieldwork/archival/survey/human participant work continues (e.g. conducted by collaborators):  - Minimal mitigation required |
| **General** | Very limited ability to progress / undertake research during initial lockdown, continuing impacts beyond lockdown or unable to implement sufficient adaptation / mitigations | Significantly reduced ability to undertake research during lockdown, limited ability to progress other elements outside of core research, and time implications to adapting project / putting in place mitigations | Capacity to undertake research / progress project partially reduced during lockdown, but able to continue with other elements and mitigate some of the delays | Capacity to undertake research / progress project remained relatively unchanged, or able to mitigate and manage most of the delays |
| **Workshop / Performance / Network Based (i.e. reliant on events and/or partnerships)** | All activity stopped: - Travel costs incurred and not used - Mitigation actions not possible - Outcome of the research cannot be delivered - Project partner(s)/participants no longer able to participate - Staff employed on grant unable to work due to COVID-19 related issues | All workshops/events paused: -Some event costs incurred - may not be transferrable to new date - Workshops/performances can recommence once possible - Project partner(s)/participants able to resume participation once restrictions are lifted - Mitigation possible to minimise impact - Staff employed on grant unable to work due to COVID-19 related issues | Workshop/event alternatives adopted (e.g. by virtual means) or can be delayed without detriment: - Project partner(s)/participants able to participate, or lack of participation can be mitigated - Mitigation largely negates any impact - Staff employed on grant can continue to work despite COVID-19 related issues | Workshop/event alternatives originally planned (e.g. by virtual means) or can continue without detriment: - Project partner(s)/participants able to participate - Minimal mitigation required - Staff employed on grant can continue to work despite COVID-19 related issues |
| **Desk Based** | All activity stopped: - Mitigation actions not possible - Outcome of the research cannot be delivered - Staff employed on grant unable to work due to COVID-19 related issues | All activity paused: - Activity can recommence once possible - Mitigation possible to minimise impact - Staff employed on grant unable to work due to COVID-19 related issues | Activity continues (e.g. by virtual means) or can be delayed without detriment: - Mitigation largely negates any impact - Staff employed on grant can continue to work despite COVID-19 related issues | Activity continues (e.g. by virtual means): - Minimal mitigation largely negates any impact - Staff employed on grant can continue to work despite COVID-19 related issues |
| **NHS/Clinical Based** | All but essential safety activity stopped: - Main trial outcomes cannot be delivered within lifetime of the grant. Trial recruitment targets unachievable - Grant supports stipend and/or fees for PGR students whose projects are unable to continue - Staff employed on grant unable to work due to COVID-19 related issues or NHS service priorities | All activity but remote trial visits stopped: - Activity can recommence once possible - Mitigation possible to minimise impact - Statistical review and revision may be required  - Some trial endpoints may be achieved in modified form  - Staff employed on grant unable to work due to COVID-19 related issues or NHS service priorities - Grant supports stipend and/or fees for PGR students whose projects can be completed with some alterations to the planned activities. | Some trial activity e.g. data linkage or data management may continue: - Many trial outcomes can be still be achieved  - Patient-facing staff employed on grant unable to work due to COVID-19 related issues or NHS service priorities - Grant supports stipend and/or fees for PGR students whose projects can be completed with no or minor alterations to the planned activities | Activity continues: - Minimal mitigation largely negates any impact - Staff employed on grant, or PGR students supported by grant, can continue to work despite COVID-19 related issues |

1. There may be exceptions for some students who have moved to Thesis Only whose funding / normal period of studies has recently completed (e.g. Dec 2020 - Feb 2021) and they were not eligible for any other extensions offered; however, stipends cannot be paid to students on Thesis Only status. [↑](#footnote-ref-1)
2. Where a student is part of a DTP cohort that falls within this timeline, they may be considered if their funding end date is just after 30 September 2021 to ensure consistent treatment of the cohort. [↑](#footnote-ref-2)
3. This reference includes difficulties due to additional factors such as disability, long-term condition, neurodivergence, caring responsibilities. [↑](#footnote-ref-3)
4. Non-clinical, Non-NHS [↑](#footnote-ref-4)