**POSTGRADUATE-LED INITIATIVES**

This funding is allocated for initiatives developed and delivered by postgraduate students to help enrich the experience of the wider postgraduate community. The programme supports in skills development such as leadership, effective communication and project management by providing students with the opportunity to manage events and budgets through first-hand experience.

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| **Student Details**  |
| **Full Name:**  |  |
| **Email Address:**  |  |
| **Contact Number:**  |  |
| **Student Number:**  |  |
| **School:**  |  |
| **Course of Study:**  |  |
|  **PhD/Masters:**  |  |
| **Anticipated Graduation Date:**  |  |

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| **Proposal Details**  |
| **Title of Proposal:**  |  |
| **Date/s of Activity/Event:**  |  |
| **Proposed Location of Event on QUB campus or Online:** |  |
| **Project Timeline:**  | **Timeline** | **Key Tasks** | **Name and Role** |
| **Timings:** |  |
| **Estimated Attendance:** |  |
| **Names and contact details of those involved in facilitating the event:** |  |
| **Target Audience (PGT/PGR):**  |  |
| **Please outline your event theme from the below list:****1. Research Culture****2. Skills Development****3. Community Impact****4. Health & Wellbeing5. Digital Transformation6. Cultural Exchanges** |  |
| **In no more than 250 words outline your proposal**  |
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| **Skills Development:****Please outline in no more than 100 words, how the proposed activity relates to the skills outlined in the vitae researcher development framework noted below.**  |
| VITAE RESEARCHER DEVELOPMENT FRAMEWORK

|  |  |  |  |
| --- | --- | --- | --- |
| Knowledge intellectual abilities   | Personal effectiveness | Research governance and organisation   | Engagement, influence and impact   |
| ☐ Knowledge base  |   ☐ Personal qualities |  ☐ Professional conduct   |   ☐ Working with others  |
|  ☐ Cognitive abilities  | ☐ Self-management  | ☐ Research management   | ☐ Communication and dissemination  |
| ☐ Creativity   | ☐ Professional and career development   | ☐ Finance, funding and resources  | ☐ Engagement and impact   |

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| **Detailed breakdown of total funding required:**Outline total funding required; Please refer to guidelines for full information. Maximum contribution: £400 (Up to £800 for in person events during the month of June)Please note that in line with University business need, the most cost-effective methods should be used. Please attach two quotes for travel and accommodation identifying any airline carriers / taxi companies etc. QUB designated hospitality providers to be utilised (Great Hall, Junction/Krem). Max hospitality contribution of £150 for one day event/£300 across two days. Please note alcohol will not be covered. The Graduate School will contribute towards the costs of one guest speaker alone.The event should take place on campus, however in exceptional circumstances, external venues may be used providing a member of QUB staff has given authorisation and can provide justification for using this venue. (please note that QUB designated hospitality providers will not be able to cater external venues)A full risk assessment must be completed and returned to The Graduate School before an event is approved, a risk assessment template can be found on the PGLI website page.

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| **Details of Activity** | **No. of people** | **Cost per head** **(if applicable)** | **Total Cost** | **Other relevant information** |
|  |  |  |  |  |
| **Total Funding Requested: £** |  |  |  |  |

**Any Other Information:**Please detail any other relevant information in relation to funding required for this initiative and/or whether alternative source(s) of funding have been or will be sourced: |

**Please note:**

**A statement of support by your PG Co-ordinator is a mandatory part of this application:**

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| **Statement of Support from PG Co-Ordinator** |
| **Please outline your reasons for supporting this proposal for funding:** |
| **Head of School/****PG Co-Ordinator Signature (electronic signature accepted)** |  |
| **Date:**  |  |

|  |  |
| --- | --- |
| **Student Signature:** |  |
| **Date:**  |  |

Please return the completed form by emailing The Graduate School at graduateschool@qub.ac.uk

Your application must be submitted 4 weeks in advance of your activity/event taking place.

Acknowledgement of your application will happen within 5 working days of this being received.

Application forms are reviewed from the start of September up until the end of June. Please note that these will not be accepted across the months of July & August.