**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:**  |  |
| **Type of Activity:** |  |
| **Date/s of Activity/Event:**  |  |
| **Proposed Location of Event on QUB campus:** |  |
| **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:****Outline in no more than 100 words, how the proposed activity relates to the skills outlined in Postgraduate Pillars – Thinkers, Communicators, Leaders, Innovators & Future-Ready.**  |
| *Confident**Resilient**Employer-focused**Networked**Reflective**Critical**Flexible**Disruptive**Academic writer**Publically engaged**Socially networked**Professional presenter**Creative**Business-aware**Risk manager**Insight driven**Visionary**Strategic**Self-aware**Collaborative***Please outline in no more than 100 words, how the proposed activity relates to the skills outlined in the Pillars noted above:**  |
| **Detailed breakdown of total funding required:**Outline total funding required; Please refer to guidelines for full information. Maximum contribution: £400 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 £100 for one day event/£200 across two days. Please note alcohol will not be covered. The Graduate School will contribute towards the costs of one guest speaker alone.

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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 Head of School/PG Co-ordinator is a mandatory part of this application:**

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

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

Please return the completed form by emailing The Graduate School at pg.skills@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.

The panel meet on the last Thursday of every month to review that month’s batch of application forms. A decision regarding your application will be fed back in the days following this.

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.