 

**MRC London Intercollegiate Doctoral Training Partnership – Flexible Funding**

**APPLICATION & REIMBURSEMENT GUIDANCE**

Please read the following guidance notes before completing this application form.

**WHAT IS FLEXIBLE FUNDING?**

Under the MRC LID DTP grant (MR/N013638/1) the MRC provides funding support for the MRC LID students’ tuition fees, maintenance stipend allowances, RTSGs (Research Training Support Grant), and travel & conference allowances.

This grant has an additional flexible supplement to **support unique training opportunities for all MRC-funded students at both partner institutions** (LSHTM and SGUL). The MRC has indicated that the flexible funding should be used for:

* High cost training in [recognised areas of strategic need](http://www.mrc.ac.uk/documents/pdf/mrc-strategic-skill-priorities/), including support for extra training, such as Masters, for individuals changing discipline
* Exceptional training opportunities, such as:
* overseas fieldwork where this is an essential part of a student’s training
* time ‘out of programme’ to complete a complementary and beneficial placement
* training in new advanced research skills
* Opportunities to provide training with industry or at the interdisciplinary interface
* Transitions from PhD to first post-doc positions to increase the competitiveness of outstanding candidates.

An MRC LID panel, comprising academics from both partner institutions, will make decisions on how the flexible supplement is spent based on who will benefit most from further support.

***This application form is for requests for flexible funding over and above standard MRC studentship allowances.***

**HOW CAN I APPLY FOR FLEXIBLE FUNDING?**

Students along with their supervisors should complete this application form. The completed form should be sent to the Scholarships Team in Registry – using the email address mrclid@lshtm.ac.uk - along with a fully costed budget at least eight weeks before the proposed visit.

Students should assume that the MRC LID panel reviewing this application has no information about their plans, so should provide a detailed overview including a travel itinerary; training course/s title and the name of the training provider; details of organisations and contacts for placements/institutional visits etc. The town/city and country of the training provider or organisation/institution being visited should also be included (eg WHO, Geneva or University of Western Australia, Perth).

If students are travelling they should include medical insurance in their budget, as they are required to arrange this before every trip.

**WHAT ELSE DO I NEED TO KNOW?**

Once an application has been considered by the MRC LID panel the applicant will receive an email to advise whether or not his/her application has been successful, and if it has to confirm the maximum contribution the MRC LID Grant will make towards her/his travel/training.

Each flexible funding award amount will be processed as an advance. Students will be required to submit sufficient evidence of expenditure (in the form original receipts) to match the award amount.

Any underspend – that is, the difference between the full contribution (advance) and the amount spent (or receipts provided) - will need to be reimbursed to the grant. If an award is specifically for one item/section of a student’s budget we will only accept receipts for the specified expenditure.

On returning from training/travel students should:

* label and group together all receipts they wish to claim against the advance,
* complete the MRC LID Expenses Breakdown spreadsheet, itemising transactions and breaking them down into the appropriate categories. Payments made in local currency should be recorded in local currency and converted to British Pounds (GBP) in a separate column. The exchange rate and conversion into GBP, item by item, must be calculated and shown on the spreadsheet. Where receipts are in a local language, please provide an English translation,

and submit the claim (MRC LID Expenses Form with the expenses breakdown spreadsheet and original receipts) to the Scholarships team in LSHTM Registry. **This should be done within 2 months of the student’s return or training.**

MRC LID will not reimburse items for which there is no accompanying receipt or the receipt is illegible. Therefore, where possible, we advise students make a copy of their receipts in case of loss or damage.

Please be aware that the MRC LID Flexible Funding will not cover (reimburse) food and drink receipts as it is expected that these will be covered by the student’s living allowance (stipend).

**APPLICATION FORM**

Please complete in block capitals.

|  |
| --- |
| **STUDENT DETAILS** |
| Student Number |  |
| Forename(s) |  |
| Surname/Family Name |  |
| Primary Institution & Faculty |  |
| Start Date |  |
| Registered full-time (FT) or part-time (PT) | [ ]  FT [ ]  PT |
| Upgraded at time of application? | [ ]  Yes [ ]  No |
| **FUNDING APPLICATION DETAILS** |
| Please indicate your planned use of flexible funds by ticking the relevant box(es) below.[ ]  Fieldwork [ ]  Conference[ ]  Lab Visit [ ]  Course/Training Opportunity [ ]  Placement [ ]  Other opportunity unrelated to course of study[ ]  Institutional Visit |
| Please provide details of your plans below. |
| **BUDGET** |
| Total budget cost | GBP |
| Amount requested from MRC LID Flexible Funding | GBP |
| What funds are available to support your research and why do you need the extra funds you’re applying for here? |
| **SUPPORTING CASE** (to be completed by supervisor) |
| Please state below the purpose of the funding and why it is useful to the student’s training and/or future career prospects. |
| **DECLARATION** |
| I certify that, to the best of my knowledge, the statements made by me on this form are correct and complete. |
| Supervisor’s name | Please print |
| Supervisor’s signature | Please sign by hand or use an electronic Signature |
| Student’s signature | Please sign by hand or use an electronic Signature |
| Date |  |

Please return the completed form, together with a fully costed budget, to**mrclid@lshtm.ac.uk**

Registry, London School of Hygiene & Tropical Medicine, Keppel Street, London, WC1E 7HT

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| **For Scholarships Team Use Only:** |
| Please tick: |
| [ ]  Form completed by student[ ]  Form completed by supervisor[ ]  MRC LID panel has approved and/or e-mail agreement attached(For all MRC cohort students except MRC PhD Vaccines students:1. Where students are primarily registered at LSHTM the approval must come from Rachel Allen, or someone at SGUL nominated by her, *and* an LSHTM theme lead;
2. Where students are primarily registered at SGUL the approval must come from Eleanor Riley, or someone nominated by her, *and* an SGUL theme lead.

For all MRC Cohort students funded through the MRC PhD Vaccines grant:Approval must come from John Edmunds cc. Eleanor Riley into the email.)[ ]  Budget included or attachedAmount approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Approval letter or email sent to student. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Sterling Payment Authorisation Form prepared and sent to Finance[ ]  Calendar reminder set for student’s return (to follow up: MRC LID Expense Form & receipts)Initial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Scholarships Administrator* |
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**MRC LID Flexible Funding Application Flow Chart**

Submit completed **MRC LID Flexible Funding Application Form** with a fully costed budget to the Scholarships team in LSHTM Registry.

Scholarships team process application and obtain approval from MRC LID panel.

Scholarships team informs student of application outcome.

**If unsuccessful,** no further progress of application. Requested funds have not been approved.

**If successful,** Scholarships team will request bank account information from student to transfer approved amount.

Approved funds will be transferred into student’s bank account. Student must spend funds in accordance with approval. All supporting, original receipts should be kept.

Once returned from travel/training, Scholarships team will prompt student to submit **MRC LID Expenses form and breakdown** along with all supporting receipts.

Should the total value of all receipts equate to less than the amount transferred or should the approved expenditure not be spent correctly the student will be required to repay the unspent funds back to the Scholarships team.

Should the total value of all receipts equal less than the amount transferred or should the approved expenditure not be spent correctly the student will be required to repay the unspent funds back to the MRC LID account by following instructions from the Scholarships team.