RESEARCH TRAVEL GRANT FUND
Application Guidance

Background

The Research Travel Grant (RTG) Fund was established as part of the Research Endowment Trust Fund (RETF) to support the travel and registration costs associated with the dissemination of research 'outcomes' at international events and conferences.

Every year, the RTG fund assists hundreds of UoR staff and students to present their research around the world, enhancing both their own careers and the reputation of the University.

Eligibility

Research Travel Grants are awarded, primarily, to assist with the cost of presenting research results at conferences and seminars, in the form of a paper or a poster.

The following staff and doctoral research students are eligible to apply:

- All academic staff paid from whatever source, with the exception of those at professorial level zone 2 or above.
- Other members of staff on the Research and Analogous salary scale except for those employed by bodies that already contain provision for attendance at conferences.
- Doctoral research students funded with the exception of those wholly external funded

Priority is given to those at an earlier stage in their career; senior staff should expect a reduced contribution towards their total travels costs.

Grants are **NOT** available for field visits; for visiting libraries, museums, laboratories and other centres in the pursuit of research; obtaining copies of research material or special translations; for payment of secretarial or research assistants, or for purposes concerned primarily with teaching activities.

**Doctoral research students only:**

All student applications must be accompanied by a supporting statement from the PhD supervisor. Applications from doctoral research students can only be considered where:

1) the student is registered at the University;
2) the student is self-funded or funded in whole or in part, by the University;
3) the student is within the standard duration for full or part-time doctoral study (usually 4 years full time or 6 years part time). Applications received after the thesis is submitted, but prior to the viva, would be considered if within these time limits and with assurance from supervisor that participation in the proposed activity will not adversely affect preparation or scheduling of the viva voce examination.

Unfortunately, doctoral research students that are wholly externally funded are **NOT** eligible for a research travel grant.
Making an application

RTG applications must be made at least 6 weeks in advance of the activity to which they refer. Applications can be made in respect of conference fees, accommodation and travel costs only – no awards will be made in respect of subsistence (food and drink).

The application must include a short summary (no more than 300 words, excluding publications) on the relevance of the activity to the applicant's research interests and its contribution to the Research Division, Theme and/or overall University Research Strategy (Section 5).

Applications are considered on a 'rolling' basis by the Sub-Committee. There are no closing dates for applications but retrospective applications will not be considered.

Please complete the application form in full and email, with supporting documentation, to Katie Smith, Secretary to the RTG Sub-Committee at k.l.smith@reading.ac.uk. The Secretary to the Sub-Committee is always pleased to advise on applications and other possible sources of funding and can be contacted on (0118 378) 7568.

Due to the high volume of applications to the scheme, the Sub-committee aims to provide a decision within 4 weeks of an application being submitted.

The RTG Sub-Committee expects that other sources of support will be explored before an application is made. A contribution from School funds should also be sought, if possible.

The RTG Sub-Committee expects that due acknowledgement is given where work which has been assisted by one of its awards is published, and awardees should notify the Secretary to the RTG Sub-Committee of any subsequent publications.

Award Levels

An applicant may not be awarded grants totalling more than £550, nor be supported in more than two applications, in any one financial year1.

- £550 for conferences outside Europe
- £450 for conferences within Europe but outside the UK
- £350 for conferences within the UK2

Consideration will always be given to special cases, but applications will not normally be considered for less than £100.

1 The University financial year runs from 1 August to 31 July
2 The Sub-Committee will not provide funding for travel or accommodation to applicants attending conferences within a 50-mile radius of Reading, but may be able to contribute towards any registration fees

Conference Registration fees

A maximum of £200 can be requested to cover registration fees.

Accommodation Costs

A maximum of £90 per night towards accommodation costs can be requested.

Subsistence

No awards will be made in respect of subsistence (food and drink).
Individual Event Restrictions

A maximum of three grants will be awarded to staff attending the same event, regardless of their School. If three or more applications are submitted from the same School to support involvement in the same activity, the School will be asked to make a contribution to supplement RTG support.

Conference costs and bookings

Travel costs

Applicants should include evidence of their full travel costs with their application. This can either be via confirmed bookings or quotes.

All travel and accommodation bookings must be made in accordance with the University's Travel and Expenses Policy: [http://www.reading.ac.uk/web/files/finance/FinanceExpensesHospitalityPolicy.pdf](http://www.reading.ac.uk/web/files/finance/FinanceExpensesHospitalityPolicy.pdf).

All overseas Air Travel, Rail Travel, Coach Travel, Hire Cars and Accommodation over £300 must be booked through a University Contracted Supplier and it is mandatory that payment is arranged by University Purchase Order or University Purchase Card. All UK travel can be booked directly either by utilising your own University purchase card or claiming on expenses. Guidance on booking travel for University business can be found here: [https://www.reading.ac.uk/closed/procurement/Information-for-employees/i-want-to-buy/proc-travel-combined.aspx](https://www.reading.ac.uk/closed/procurement/Information-for-employees/i-want-to-buy/proc-travel-combined.aspx).

Applicants should wherever possible choose Second-Class/Standard Class travel by the cheapest route available. Where the use of a car is unavoidable, the University's mileage rates apply. Travel costs are based on departure from the applicant's usual place of work.

Applicants are asked to include details of all expected expenditure, regardless of whether they have secured funding from elsewhere (although this should be detailed in Section 6). The amount refunded will reflect the lesser of the actual or the expected expenditure.

Insurance and Risk Assessment

If you are travelling on University business you must complete the on-line Overseas Staff or Student Travel Form. Expenses incurred in connection with overseas travel may not be reimbursed for members of staff and research students who have not submitted the on-line Overseas.

Further information can be found in the links below:

Information for Staff: [http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-business.aspx](http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-business.aspx)
Information for Students: [http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-studentsandinsurance.aspx](http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-studentsandinsurance.aspx)

Claiming your award

Applicants will be informed of funding decisions by email.

Awards are made on a reimbursement basis and each successful applicant will be given a Research Travel Grant number (RTG No.), which MUST be quoted in all claims and correspondence relating to the award (e.g. expense claim form).

Claims should be made as soon as travel and registration arrangements have been paid for and submitted no later than 6 weeks after the conference.

The award will expire 6 weeks after the date of the conference/event. Claims received after this time will not be processed and monies will be redistributed to other applicants.
To claim your award, please use one of the following methods:

1. **Expenses**

   Wherever possible, reimbursement of the award should be claimed by submitting a fully receipted University online expense claim.

   For those without access to Online Expenses, a fully receipted expense claim form must be completed and submitted to the Secretary for approval. The expenses claim form, and further guidance, can be found here: [http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx](http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx)

2. **SDA**

   If you wish to have the award transferred to your SDA, authorisation for reimbursement against the Research Travel Grants project code must be sought from the Secretary by email by providing the following information:
   
   - Itemised breakdown expenditure
   - School project code and account code used
   - Date of claim
   - Transaction no. (if available)

   The Secretary will then request that Finance make the transfer to your SDA.

3. **Purchase Order or Purchasing Card**

   If bookings have been made via Purchase Order or Purchasing Card, authorisation for reimbursement against the Research Travel Grants project code must be sought from the Secretary by email by providing the:
   
   - Itemised breakdown expenditure
   - School project code and account code used
   - Date of claim
   - Transaction no. (if available)

   The surname of the award recipient and the RTG No. must be included in purchase card or purchase order descriptions. Please ensure that Executive Support colleagues are aware of this requirement if purchasing or claiming on your behalf.

   The Secretary will then request that Finance reimburse the School account.

**Prize Funds**

If you are not eligible for the scheme, or require more than the maximum amount the scheme is able to award, there might be a Prize Fund you would be eligible to apply to. Review the prize funds section within the University website or contact your School Executive Support for more details. Staff may also make enquiries to the Prize Fund administrator within the Finance team.

*Updated November 2019*