***crest***

****AHRC Research Training Support Grant (RTSG)**

**Guidance**

**What is RTSG?**

Research Training Support Grant (RTSG) is a limited source of funding available to AHRC funded postgraduate students. Full award, fees only, full time and part time students are all eligible to receive RTSG support.

**What can be funded by RTSG?**

* RTSG can be used to fund UK or overseas study visits and the costs of attendance at overseas conferences. It **cannot** be used to fund attendance at UK conferences.
* Students should not expect to receive funding to attend more than one overseas conference or go on more than one overseas study visit during their studentship.
* Study visits to multiple countries will not normally be funded.
* Study visits must be for the purposes of conducting primary research. This must be set out in the supporting statement on the application form.
* Study visits must be essential to the satisfactory completion of the student’s thesis/course.
* The duration of a study visit must not exceed 12 months.
* Travel should be by the most economical means possible, and should be by standard class public transport except in exceptional circumstances.

**When can visits be funded?**

Study visits will not be funded in the last three months of the funded period of a student’s award, or for those in writing up.

Study visits and conferences taking place before 1 October in the first year of a student’s award will not be funded.

**Arrangements while away**

Wherever possible, it is expected that students will stay in regular contact with their supervisor and the University of Birmingham during their time away.

Full award holders will continue to receive maintenance payments while abroad, provided they have met all their obligations under the AHRC’s terms and conditions.

**The application and approvals process**

All decisions about the awarding of RTSG will be made by the University of Birmingham by the University Graduate School using the following process:

* Applications are processed in four batches across the academic year (**28th October, 27th January, 38th April and 28th July**)
* There is only a **limited allowance** available for each student and all claims must be approved by the University Graduate School.
* You are welcome to submit more than one claim as long as you are within your total overall allowance. Claims exceeding your allowance may be considered in **exceptional circumstances**.
* Given the limited availability of funds, to ensure fair and equitable use of these we strongly advise you **to apply for funds in advance wherever possible.** Although retrospective claims will be considered there is **no guarantee that they will be approved**.
* Download the most recent versions of the AHRC RTSG form from the following web link <https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/funding/currentAHRC.aspx>
* Complete your form. Where relevant, provide copies of all quotations and documentation to support your claim, and ensure that travel and accommodation is by the most economic means possible.
* Please ensure that your bank details are correctly entered onto the form as failure to do so could delay payment
* Seek approval and endorsement from your supervisor and send your signed and completed form and supporting documentation to [studentships@contacts.bham.ac.uk](mailto:studentships@contacts.bham.ac.uk)
* Your claim will be processed by the UGS and sent to the CAL Graduate School for final academic approval
* If your claim is successful the UGS will email you to confirm this and will submit a Fin42 form to Finance to arrange your payment
* You can expect to receive your payment within 2 weeks of your form being submitted to Finance. Please contact [studentships@contacts.bham.ac.uk](mailto:studentships@contacts.bham.ac.uk) if you believe your payment is late and the UGS will chase this for you