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**Birmingham ESRC DTC Events and Conference Fund**

**Guidance for current ESRC DTC students**

The DTC can allocate funding to support multidisciplinary and interdisciplinary activities within the funded student cohort. These funds can be awarded to DTC students to fund events and conferences for the wider student body or members of the public. We particularly want to encourage events which are open to DTC and DTP students from across the Midlands Graduate School, that is from the Universities of Nottingham, Warwick, Aston, Leicester and Loughborough as well as Birmingham, and in particular where these are jointly organised events with students from another of these institutions.

You can only submit one funding bid for your proposed event and this should be submitted to the lead applicant’s institution. If you are not leading but you are a University of Birmingham student we would still like to hear from you – please inform us of your proposed event by emailing studentships@contacts.bham.ac.uk.

**Fund**

A maximum fund of £1,500 is available per event, and the DTC will seek to fund all suitable events.

Funds can be spent on:

* Conferences;
* Seminars;
* Other events (e.g. public engagement);
* Venue hire and catering;
* Travel costs and expenses of visiting speakers or academics;
* Related costs such as printing and advertising.

Events and conferences can be DTC wide or School/Subject level, and can be open to all students at the University or members of the public (dependent on the event).

**Requirements**

* Organising group needs to include a DTC funded student to be eligible for funds;
* Students should be in their funded period;
* Application should be made on the application form provided detailing the proposal and costs;
* Students are asked to supply a brief report on the outcomes of the event within a month.

**Applying**

Applications for funds should be made on the application form, and submitted to studentships@contacts.bham.ac.uk.

Deadline for applications: Currently a rolling deadline.

**Process**

All of the applications received will be sent to the DTC Director for approval. Approved funds will be paid out via purchase order or expenses form from the conference and events fund.

The DTC will consider all applications and advise the outcome within a month of the application being submitted.