

Doctoral Overseas Conference Grant - Application Guidance

- Retrospective applications for conferences that have already taken place will not be considered. Doctoral researchers may apply for support for a conference (at which they are presenting) at any time during the academic year, but their application must be submitted at least four weeks before the conference takes place.
- DOC funding can only be awarded to doctoral researchers who are registered at the University of Sussex (including IDS) and applications must be made prior to submission of the thesis.
- DOC funding is limited to £1,000 for any one student during the period of their registration, and this cannot be exceeded. The awarding panel may use its discretion to award less than this amount. Priority is given to applications from self-funded doctoral researchers. Where an applicant receives research training support as part of their funding, the panel would expect this funding to be used to fund conference attendance (or towards conference attendance if the full amount is not available).
- Applicants are expected to take low cost options with regards to accommodation (e.g. hotel accommodation should generally be a maximum of three star or equivalent) and applicants will need prior authorisation if costs are to exceed the university's financial regulations on travel and incidental expenditure (<http://www.sussex.ac.uk/finance/policies>). The fund will only cover accommodation for the dates of the conference, and the nights immediately before and after if necessary.
- Applicants must include a detailed budget plan for funding their proposed conference. This should include all elements of travel for which the applicant wishes to apply for funding, including the cost of transfers between the airport and destination, which should be made by public transport.
- To obtain value for money, the University has appointed a preferred travel management company - Key Travel. Key Travel should be used for booking all air travel and hotels, *except where the use of an alternative supplier is substantially cheaper, low risk and outweighs the other benefits of using the preferred provider*.
- Expenses for visas, poster printing or subsistence will not be covered by the DOC grant.
- If you have a child attending primary school, or an older dependent relative with a disability or special needs, you will be eligible to apply for additional funding to cover reasonable costs for care.
- The DOC fund will provide support to those presenting at academic conferences only, and not applications for training events, summer/winter schools, workshops etc. The applicant must be a main presenter at an academic conference.
- Applicants must submit evidence that they have been accepted to present at a conference. Evidence should be in the form of an email (with all address details) or scanned letter from the conference organisers.
- Applicants must submit a supporting statement from their supervisor. This should be in PDF format and clearly state your name, provide a statement of support (up to 300 words), and confirmation that the conference is suitable to enhance your development as a researcher. Your supervisor's name, title and electronic signature should also be included.
- Payment is in the form of reimbursement. Expenses forms and receipts covering all approved expenses must be provided to Researcher Development in order for payment to be released. This evidence must be submitted within 6 weeks of the close of the conference in order for the award to be released and the expenses claim form must be signed (NB: electronic signatures will not be allowed).
- Successful applicants will be required to submit a short (up to 200 words) statement summarizing their experience of presenting at the conference with their expenses form. The statement should include

reference to how attending the conference benefitted your research and your development as a researcher.

Please note: As this statement is required by the funders who support the Doctoral Overseas Conference Grant Scheme, expenses claims will not be processed until this statement has been received. Further information on submitting the statement will be provided if you are successful in your application for a grant.

Doctoral School

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