Doctoral Overseas Conference (DOC) Grant - Application Guidance and Conditions of Award

- 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. Retrospective applications for conferences that have already taken place will not be considered.

- DOC grants 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 £1,100 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.

- This funding is intended to support self-funded doctoral researchers and those who do not have research training support funds available. Where an applicant receives research training support such as an RTSG as part of their funding, the panel would expect these monies to be used to fund conference attendance (or to be used towards the conference attendance if the full amount is not available).

- Applications will be considered where an applicant intends to deliver their presentation virtually, but the conference <u>must</u> be based overseas. Conferences in the UK are no longer eligible for funding.

- 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 (see Procurement and Purchasing Policy 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/station/port and destination, which should be made by public transport.

- To obtain value for money, the University has appointed Key Travel as the preferred travel management company. 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.* See the Finance Division's contracted supplier FAQs for details of how to access the system.

- Applicants must ensure they read the University Travel Insurance guidance, Health & Safety requirements for Travel on University Business for PhD students, and the Covid-19 guidance in the same Health & Safety section, before completing an application.

- Applicants must purchase University travel insurance before travelling (see University Travel Insurance webpage), and the DOC Fund <u>does not</u> cover this cost.

- Travel insurance may not cover the cost of delays or cancellation if they are caused by changes to Foreign, Commonwealth & Development Office (FDCO) advice or government regulations/lockdowns in the UK or the host country, Covid-related or otherwise. The University is not liable for these costs.

- If an awardee tests positive for Covid-19 and is unable to travel, costs must be pursued through insurance; the DOC Fund is not liable. Conference fees will still be paid from the DOC grant if the applicant is able to present virtually.

- Where the UK or the country an applicant is travelling to requires a Covid test before travel or during the stay, the DOC Fund will cover these costs. These must be evidenced in the budget.

- Applicants must follow the host country's Covid-19 guidelines at all times while travelling and overseas.

- Expenses for visas, poster printing or subsistence will <u>not</u> be covered by the DOC grant.

- If you have a child attending primary school or with additional needs, or caring responsibility for an older dependent relative with additional needs, you will be eligible to apply for extra funding to cover reasonable costs for care. Discuss with Researcher Development when you apply researcher-development@sussex.ac.uk.

- 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 and the expenses claim form must be signed.

- Successful applicants will be required to submit a short (up to 200 words) statement summarising 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 <u>will not</u> 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, April 2022