**Sussex UKRI Phase 2 Extension Request Form**

The purpose of this form is to provide eligible UKRI-funded students with the opportunity to make an application for a funded extension from UKRI's Covid-19 Phase 2 Doctoral Extensions grant.

The information you provide in your application will be held securely and only shared with individuals where it is strictly necessary to process and consider your application. This comprises:

* Your supervisor
* Your Director of Doctoral Studies
* The academic lead for your Doctoral Training Partnership or Centre
* The panel who will be making the final funding allocation decisions
* The Student Support advisor (if required)

The information will be retained securely for as long as necessary to meet the University’s reporting obligations to UKRI.

Please note that if you have been experiencing a period of poor health which has prevented you from studying, it is possible to apply for up to 13 weeks paid UKRI scholarship sickness leave. This may be in addition to an application under the Phase 2 extension scheme. Questions regarding sickness leave can be directed to Amanda Britt ([a.d.britt@sussex.ac.uk](mailto:a.d.britt@sussex.ac.uk)).

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| Before completing this form, you should discuss with your supervisor the impact of the pandemic on your doctoral research, mitigation strategies you have used and continue to use and your revised timeline for completing your thesis. You are able to apply for a one, two or three-month extension. Although this may be difficult to predict for some PhD students with funding end dates further ahead, your application must be based on the assessment of the additional time now required to submit your thesis due to the disruption of Covid-19.  Funding is limited and so awards may be made in full, in part, or declined.  This form should be emailed to [doctoralschool@sussex.ac.uk](mailto:doctoralschool@sussex.ac.uk) by **4pm on Friday 19 February**. Please ensure that you have inserted your supervisor’s comments in section 3.  Further guidance is available on the [Doctoral School’s UKRI Phase 2 Extension Scheme webpage](http://www.sussex.ac.uk/internal/doctoralschool/scholarship-extension). For questions about your funding or registration dates contact Amanda Britt [a.d.britt@sussex.ac.uk](mailto:a.d.britt@sussex.ac.uk). |
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| 1. **PERSONAL and PROJECT DETAILS** | | | | | | | |
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| **Surname/Family Name** | | | | | | **First Name(s)** | **UKRI Funder (e.g. AHRC, STFC)** |
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| **Full-time or Part-time?** | | | | | | **Current end date of your funding** | **Current end date of registration** |
| FT | |  | PT |  | |  |  |
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| **Main supervisor** | | | | | | **Second supervisor** |  |
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| **Contact email (must be Sussex email)** | | | | | | **School** |  |
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| **Thesis title or area of research** | | | | | |  |  |
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| **Number of additional months of funding requested:** | | | |  | *\*This can be one, two or three months or could be higher in exceptional cases. The amount of any extension awarded will be dependent on the awarding panel’s assessment of the application. An extension may be awarded in full, in part, or declined.* | | |
| 1. **JUSTIFICATION FOR EXTENSION REQUEST (up to 300 words)** | | | | | | | |
| 1. Please indicate which sorts of impact the Covid-19 pandemic is having on your PhD. Tick all types of impact that apply:  |  |  | | --- | --- | | Lack of access to research resources and facilities |  | | Interruption of data collection and/or fieldwork |  | | Increased caring responsibilities |  | | Affected health and wellbeing |  | | Disability |  | | Other |  |  1. Please explain your request – up to 300 words. We understand that there will be many ways in which your PhD has been interrupted by the pandemic:  * Inability to access resources (e.g. laboratories, scientific facilities, libraries, archives, studios) due to closure * Inability to undertake fieldwork or other data gathering and empirical research * Inability to pursue elements of research requiring collaboration with others - interacting with your supervisor or others essential to your research * New caring responsibilities (e.g. childcare, home-schooling, voluntary work) * Inadequate working conditions (e.g. workspace, access to equipment or software) * Impact on mental health (e.g. increased anxiety, decline in focus or motivation) * Need to self-isolate   In your explanation, you should:   1. Describe the type(s) of impact Covid-19 has had on you (such as those listed above), and how these have affected or are affecting your research and thesis work. Give specifics where possible (e.g. range of dates, available daily working hours, etc.). 2. Describe the mitigating strategies you are employing (e.g. rescheduling writing work in view of lab closures, revising work plans or projects) 3. Give your current best estimate of the additional time you need to submit your PhD as a result of Covid-19 (after mitigation)   If you do not wish to disclose any personal or confidential information as part of this application, a separate form should be completed which will be considered confidentially by the Sussex Student Support Team. Please refer to section 4. | | | | | | | |
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| 1. **SUPERVISOR SUPPORTING STATEMENT (up to 250 words)** |

*PhD students are responsible for the addition of supervisor comments. Once added please submit the form by 4pm on 19 February.*

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| Please add your supervisor’s comments (up to 250 words suggested) to support the application, explaining:  1) the ways in which the student’s doctoral work has been disrupted by the Covid-19 pandemic;  2) efforts the student has made and is continuing to make to mitigate and adjust the project; and  3) why the specific length of extension is requested. |
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| 1. **CONFIDENTIAL INFORMATION (up to 300 words)** |

I am not sending a Confidential Personal Circumstances form directly to Student Support.

I am sending a [Confidential Personal Circumstances form](http://www.sussex.ac.uk/internal/doctoralschool/scholarship-extension) directly to Student Support and do not want my statement of support to be shared with my supervisor or Director of Doctoral Studies.

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| 1. **DECLARATION** |

I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.