

Guidelines Document 2021-22: 'Anything but Research' Fund for enhancing the PGR experience

1. What is the AbR fund?

Anything but Research is a PGR-led initiative to help PGR students to fund their non-research ideas. Our focus is on improving the PGR experience through allowing students to establish novel schemes not currently offered to PGR students at the University of Manchester. Prospective applications must be submitted following open call funding rounds during 2020-21, and will be assessed by a panel before funds are distributed to successful applicants through Manchester Doctoral College. Examples of eligible and ineligible proposals can be found within this document, but the potential ideas should not be limited to those listed here. Due to the COVID-19 related regulations, projects funded in the funding window 03/2021 – 03/2022 must strictly comply with all imposed social distancing measures by the University of Manchester. For this reason, online-events are more likely to secure funding in the next funding period. Examples for successfully funded online events are also listed below.

2. The AbR Aims:

The AbR fund aims to improve the PGR experience by supporting and encouraging student initiation of, and participation in, cross-disciplinary events outside of their research. It will provide the opportunity for well-conceived ideas to come to fruition, with the aim of helping to develop a healthy work/life balance for PGR students.

3. Core Values:

- 3.1. Wellbeing and healthy work/life balance of PGR students at the University of Manchester
- 3.2. Inclusivity across disciplines where new ventures should be open to anyone within the PGR community
- 3.3. Encouragement of student-led initiatives and entrepreneurship.

4. The application and funding process:

- 4.1. **Open Call Rounds** - The fund will function as an open call to the PGR community with one funding round each year
 - 4.1.1. The funding deadlines will be specified on the AbR webpage.
 - 4.1.2. The value of available funds will be listed and a fund limit per application will be specified
 - 4.1.3. Students can only submit one application each, per funding round.
 - 4.1.4. Duplicate proposals will not be funded.
- 4.2. **Application Form** - An application form will be made available on the Research Degrees and Researcher Development website for applicants and will need to be submitted within the application window for the specific funding round.

- 4.2.1. The full application form must be completed and emailed to abr@manchester.ac.uk prior to the specified deadline (deadline closes at 11:59pm). The filename should be the surname of the primary applicant.
 - 4.2.1.1. There is a chance of extending the application deadline if the AbR committee consented to this.
 - 4.2.2. Submission must be made from a University of Manchester email address (@manchester.ac.uk or @postgrad.manchester.ac.uk).
 - 4.2.3. Applicants must show how they have reached their estimated costs (e.g. quotes from suppliers or prices from websites)
 - 4.2.4. Any questions with the application form can be directed to abr@manchester.ac.uk at any time prior to the application deadline.
 - 4.2.5. Applicants whose proposals have been rejected in previous funding rounds need to contact abr@manchester.ac.uk before re-applying as their applications will otherwise be rejected. Those applicants shall outline improvements on their proposals and present how comments have been addressed.
 - 4.2.6. If a proposal was successful in a previous funding round, there is no guarantee of success in subsequent funding rounds.
- 4.3. **Funding Decision** - A decision on proposals will be made by a panel following the submission deadline. Funding will be awarded to successful applications and may be adjusted to a lower value if necessary. Applications will be rejected if applicants don't accept the part-funding.
- 4.3.1. The panel will have the final say on the value which will be awarded for each proposal
 - 4.3.2. The value of the proposal will not be adjusted to a higher value than requested
 - 4.3.3. Successful and unsuccessful applicants will be informed within one month of the proposal deadline via email following the decision of the panel
 - 4.3.4. Successful applicants will be informed of the allocated funds and the window in which the funds must be used.
- 4.4. **Funding the Event** - Successful applicants will have a window in which the funds must be employed for the proposed activity and a completion report must be submitted following the event to outline the use of the funding provided.
- 4.4.1. The usage window will depend on the nature of the proposal
 - 4.4.1.1. Applications for singular or multiple events will have a 12 month window in which to use the funds
 - 4.4.2. The deadline for the completion report will be 1 month after the end of the usage window, usually 1st April in the year after the funding was awarded.
 - 4.4.3. The report must be accompanied by receipts showing the use of the funds or receipts showing the distribution of the funds by the MDC
 - 4.4.4. Where funding has been requested for multiple events spanning 12 months, a 6-month report must be submitted, showing the use of funds towards the accepted proposal

4.4.5. In the event that the funds are not fully exhausted, excess funds will not be distributed to this project by AbR but rather utilized for re-allocation in the subsequent round.

5. Terms and Conditions for applicants:

- 5.1. The applicant must be an enrolled PGR student at the University of Manchester for the duration of the usage window for which they are applying, this does not include PGRs who are in their submission pending period.
- 5.2. The application must be submitted using the application form provided on the Manchester Doctoral College website and from a University of Manchester email address
- 5.3. The application must be submitted via email to abr@manchester.ac.uk
- 5.4. All relevant sections of the application form must be completed for the proposal to be considered
- 5.5. The application must be exclusively for PGR students of the University of Manchester
- 5.6. The applications must not exceed the advertised funding limit for the funding round of £2500, however projects with smaller budgets are more likely to secure funding
- 5.7. The application can be fully or part funded by the AbR fund; proposals with other funding sources are welcomed.
- 5.8. The completion report must be submitted following the use of the funds and prior to the completion report deadline
 - 5.8.1. The completion report deadline is 1 month after the final date of the usage window
 - 5.8.2. In the event that a completion report is not submitted by the completion report deadline, the applicant will be liable for returning the full value of the proposal
- 5.9. Applicants are advised to refer to sections 6 and 7 of this document for examples of eligible and ineligible proposal for the AbR fund specifically with note of COVID-19 related proposals.
- 5.10. Proposals can be any reasonable event, gathering, activity or expense that can be seen to improve the wellbeing of PGR students online or in face-to-face events
- 5.11. Events involving alcohol can be funded providing that the event is inclusive and supports the aims and core-values of the AbR fund.

6. Examples of **eligible application ideas which are **within** the scope of the fund (this is not intended to be in any way exhaustive):**

- 6.1. Sporting activities
 - 6.1.1. One-off or continuous competitions can be funded
 - 6.1.2. A focus should be on cross discipline/school interaction
 - 6.1.3. Funds should not just be used for events between already established teams
- 6.2. Social events
 - 6.2.1. Events targeting special interests should be advertised to the PGR community so that any interested PGR student can attend

- 6.2.2. Events should try to not be limited in any way however, some exception can apply for religious, ethnic or gender specific events.
 - 6.3. Seminar/Talks
 - 6.3.1. These events should be with a focus other than research or professional development related events
 - 6.3.2. This could include talks about student experiences or skills development
 - 6.4. Gathering
 - 6.4.1. Regular gatherings for PGR students could be established through the fund
 - 6.5. Online events
 - 6.5.1. Events conducting board game nights on a regular basis within schools or institutes have been funded before.
 - 6.5.2. Online book clubs or other discussion forums could be funded and relevant materials could be send directly to the applicant's home address.
7. Examples of **ineligible** application ideas which are **outside** the scope of the fund:
- 7.1. Research funding
 - 7.1.1. The use of these funds towards personal research or work are not allowed
 - 7.1.2. This includes any use of the funds towards a student's research
 - 7.2. Research travel funding
 - 7.2.1. This is not to be used for PGR students to apply for travel to attend Conferences/Workshops/Seminars/Symposiums etc.
 - 7.3. Private use
 - 7.3.1. The fund cannot help in supporting students in their personal or private expenses
 - 7.3.2. This includes funds towards accommodation, travel, bills, private sports teams, private food or drink events
 - 7.4. Illegal activities
 - 7.4.1. Any action that breaks or has potential to break the law will not be considered
 - 7.5. Any event which damages the reputation of the University of Manchester
 - 7.6. Any event in the 2021/2022 funding period that does not comply with the University of Manchester's COVID-19 regulations
8. **Sample budget plan** (taken from application form)

SECTION E: BUDGET PLAN		
Please give a short outline of all costs for the proposed project and how those are covered by the requested funds.		
	Type of cost	Amount budgeted
C1	Venue costs:	£0 (university room booking is free.)

C2	Food/drink costs:	£300: catering for lunch of wrap bites and snacks for 40 people via Taste Manchester. £100: Coffee, tea and soft drinks for 40 people via Taste Manchester
C3	Advertising costs:	£0 (we will use university printers.)
C4	Transport costs:	£81 – return advance train tickets from London to Manchester for invited speaker Bob Jones
C5	Other costs:	Accommodation costs: £124 (1 night hotel for Bob Jones including breakfast https://www.mbs.ac.uk/contact/hotel-bookings) Speaking fee: £200
C6	Total costs:	£805
C7: Please specify all 'Other costs' from C5:		
Accommodation for Bob Jones at University Crowne Plaza. Speaking fee for Bob Jones has already been arranged with him. As you can see from his website (bobjones.com/fees) his fees are often much higher than £200, but as we have contacted him as students and have offered accommodation, lunch, breakfast etc., we have managed to negotiate a lower price.		
C8: If the total costs are less or more than the requested funds, please explain the discrepancy and give an outline for how the excess funds are spent or how additional costs will be covered.		
n/a		
C9: Is the project co-funded by another source? If yes please specify which costs will be covered by ABR.		
n/a		