

QUEEN MARY UNIVERSITY OF LONDON POSTGRADUATE RESEARCH FUND

GUIDELINES FOR SCHOOLS/INSTITUTES

The QMUL Postgraduate Research Fund (QMPRF) makes awards to research degree students three times per academic year. Information and application forms are available on http://www.doctoralcollege.qmul.ac.uk/?page_id=2066

Schools/Institutes are requested to collate all applications from their own students, and to arrange for sign-off of these by the School/Institute Director of Graduate Studies before submission to gmpgrf@qmul.ac.uk by the advertised deadline. (1st November, 1st March, 1st July)

From January 2024 applications will be taken through an online form only. The Doctoral College will collate applications by school following the application deadline and send the applications to PGR administrators to confirm DGS sign off.

Applications are considered by a panel of senior staff (two from each Faculty), chaired by the Director of the Doctoral College.

Outcomes will be communicated to both the applicants and the relevant Schools/Institutes.

Schools/Institutes should reimburse awardees after they have made the initial payment themselves and have submitted to the school/institute the expenses claim form together with receipts. The RDO will, in turn, organise reimbursement to the School/Institute via their specified budget code on receipt of the claim form and receipts from the School/Institute. RDO do not organise payment directly into the awardee's account.

Schools/Institutes are responsible for managing these funds and ensuring that students who made successful applications receive these funds.

Schools/Institutes are requested to ensure that students are issued with and complete the relevant reimbursement claim form(s) as required by the QMUL Financial Regulations, and that these are processed and passed to Finance for payment by the School/Institute as quickly as possible. Departments should retain receipts and financial documentation.

On completion of the activity(ies), award holders must submit a Final Report form to their supervisor and School/Institute, sending a copy to gmpgrf@qmul.ac.uk.

Directors of Graduate Studies will be asked to provide a brief annual report on how the Postgraduate Research Fund has contributed to and developed PGR study within their School/Institute.

Last updated January 2024