RESEARCH TRAVEL GRANT FUND

Application Guidance (updated January 2025)

Background

The Research Travel Grant (RTG) Fund was established as part of the Research Development Fund (RDF) to support the travel and registration costs associated with the dissemination of research 'outcomes' at international events and conferences.

Every year, the RTG fund assists hundreds of UoR staff and students to present their research around the world, enhancing both their own careers and the reputation of the University.

Eligibility

Research Travel Grants are awarded, primarily, to assist with the cost of presenting research results at conferences and seminars, in the form of a paper or a poster.

The following staff and doctoral research students are eligible to apply:

- All academic staff paid from whatever source, with the exception of those at professorial level zone 2 or above.
- Other members of staff on the Research and Analogous salary scale except for those employed by bodies that already contain provision for attendance at conferences.
- Doctoral research students funded with the exception of those wholly external funded

Priority is given to those at an earlier stage in their career; senior staff should expect a reduced contribution towards their total travels costs.

Grants are **not** available for: field visits; visiting libraries, museums, laboratories and other centres in the pursuit of research; obtaining copies of research material or special translations; payment of secretarial or research assistants; or for purposes concerned primarily with teaching activities.

Doctoral research students only
All student applications must be accompanied by a supporting statement from the PhD supervisor. Applications from doctoral research students can only be considered where:

1) the student is registered at the University;
2) the student is self-funded or funded in whole or in part, by the University;
3) the student is within the standard duration for full or part-time doctoral study (usually 4 years full time or 6 years part time). Applications received after the thesis is submitted, but prior to the viva, would be considered if within these time limits and with assurance from supervisor that participation in the proposed activity will not adversely affect preparation or scheduling of the viva voce examination.

Unfortunately, doctoral research students who are wholly externally funded are **not** eligible for a research travel grant.

Making an application

RTG applications must be made **at least** 6 weeks in advance of the activity to which they refer. Applications can be made in respect of conference fees, accommodation and travel costs only – no awards will be made in respect of subsistence (food and drink).

The application must include a short summary (no more than 300 words, excluding publications) on the relevance of the activity to the applicant's research interests and its contribution to the Research Division, Theme and/or overall University Research Strategy (Section 5).

Applications are considered on a 'rolling' basis by the Sub-Committee. There are no closing dates for applications but retrospective applications will not be considered.

Please complete the application form in full and email, with supporting documentation, to Preeti Trichur, Secretary to the RTG Sub-Committee at **researchtravelgrants@reading.ac.uk.** The Secretary to the Sub-Committee is always pleased to advise on applications and other possible sources of funding.

Due to the high volume of applications, the Sub-committee aims to provide a decision within 4 weeks of an application being submitted.

The RTG Sub-Committee expects that other sources of support will be explored before an application is made. A contribution from School funds should also be sought, if possible.

The RTG Sub-Committee expects that due acknowledgement is given where work which has been assisted by one of its awards is published, and awardees should notify the Secretary to the RTG Sub-Committee of any subsequent publications.

Award levels

Note: Revised upper limit effective from January 2025.

- £700 for conferences outside Europe
- £600 for conferences within Europe but outside the UK
- £500 for conferences within the UK[1]
- £400 for online conference attendance

An applicant may not be awarded grants totalling more than £700, nor be supported in more than two applications, in any one financial year.[2]

Consideration will always be given to special cases, but applications will not normally be considered for less than £100.

Accommodation costs
A maximum of £90 per night towards accommodation costs can be requested.

Subsistence
No awards will be made in respect of subsistence (food and drink).

Individual event restrictions

A maximum of three grants will be awarded to staff attending the same event, regardless of their School. If three or more applications are submitted from the same School to support involvement in the same activity, the School will be asked to make a contribution to supplement RTG support.

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[1] The Sub-Committee will not provide funding for travel or accommodation to applicants attending conferences within a 50-mile radius of Reading, but may be able to contribute towards any registration fees.

[2] The University financial year runs from 1 August to 31 July.

Conference costs and bookings

Travel costs

Applicants should include evidence of their full travel costs with their application. This can either be via confirmed bookings or quotes.

All travel and accommodation bookings must be made in accordance with the University's Travel and Expenses Policy: https://www.reading.ac.uk/procurement/-/media/project/functions/procurement/documents/travel-policy-v14-260623.pdf.

Carbon emissions

The primary objective of the Sustainable Travel Policy is to reduce the University's carbon emissions, in line with the University Strategy. Please note you must comply with the sustainable travel plans, to reduce carbon emissions. Please provide the following information about your travel plans with your application:

- Are you planning to use the lowest carbon option possible for your travel, given your destination? Yes/No
- If No, please provide a brief rationale for the choice of travel.

All overseas travel and domestic and foreign flights must be booked through the University's contracted Travel Management Company and it is mandatory that payment is arranged by University Purchase Order or University Purchase Card. All UK travel can be booked directly either by utilising your own University purchase card or claiming on expenses. Guidance on booking travel for University business can be found here: Travel, including flights and train tickets (reading.ac.uk)

If you are attending a conference that provides a discounted hotel rate, you can book it directly.

Applicants should wherever possible choose Second-Class/Standard Class travel by the cheapest route available. Where the use of a car is unavoidable, the University's mileage rates apply. Travel costs are based on departure from the applicant's usual place of work.

Applicants are asked to include details of *all expected expenditure*, regardless of whether they have secured funding from elsewhere (although this should be detailed in Section 6). The amount refunded will reflect the lesser of the *actual* or the *expected* expenditure.

Insurance and risk assessment

If you are travelling on University business you must complete the on-line Overseas Staff or Student Travel Form. Expenses incurred in connection with overseas travel may not be reimbursed for members of staff and research students who have not submitted the on-line Overseas.

Applicants must read and adhere to the information on University Business travel (reading.ac.uk), including the COVID-19 Insurance and Travel FAQs, the University's Safety Code of Practice 38 on Overseas Travel and the link to risk assessment templates

In addition to the above, students can also find further information around insurance here: Students and insurance (reading.ac.uk).

A Risk Assessment for travel must be completed and signed off by your Head of School. This should be submitted with your application.

Claiming your award

Applicants will be informed of funding decisions by email. **Please retain this email as it contains the information required for claiming.**

Awards are usually made on a reimbursement basis. Each successful application will be given a Research Travel Grant number (RTG No.) which **must** be quoted in all claims and correspondence relating to the award (e.g. expense claim form).

Claims should be made once travel and registration arrangements have been paid for and submitted no later than 6 weeks after the conference.

Note: The award will **expire 6 weeks after** the date of the conference/event. Claims received after this time will not be processed and monies will be redistributed to other applicants.

To claim your award, please use one of the following methods:

1. *Expenses (preferred method)*
Wherever possible, reimbursement of the award should be claimed by submitting a fully receipted University online expense claim.

The cost to be covered by the RTG award **must be coded to the RTG project and account code** and the RTG Award No. quoted (as specific within the email notification).

For those without access to Online Expenses, a fully receipted expense claim form must be completed and submitted to the Secretary for approval. The expenses claim form, and further guidance, can be found here: Forms and Guides, Policies and Procedures (reading.ac.uk).

2. *Purchase order*
When raising the purchase order, the cost to be covered by the RTG award **must be coded to the RTG project and account code** and the RTG Award Number. quoted (as specified within the email notification). Please ensure that Executive Support colleagues are aware of this requirement.

3. *Purchase card*
If booking is to be paid via Purchasing Card, authorisation for reimbursement against the Research Travel Grants project code must be sought from the Secretary **by email beforehand.** Within the email request you **must provide the following:**

- Itemised breakdown expenditure
- RTG Award No. and surname of awardee
- Estimated date of expected payment.

Please ensure that the purchase card holder is aware of quoting the RTG Award No. and codings required when coding their card expenditure.

4. *Coding Award directly to Project (including SDAs)*
If you wish to have the award transferred directly to a specific project (including SDAs), authorisation must be sought from the Secretary by email by providing the following information:

- Confirmation of the amount of the RTG award to be transferred
- Itemised breakdown expenditure;
- RTG Award No. (as specified within the email notification)
- Project Code the award is to be transferred to
- A brief explanation as to why you are unable to use any of the above methods

To recode an existing transaction retrospectively, you need to email the Secretary with the information specific above as well as the Agresso Transaction reference. If this reference is not known then provide as much information about the transaction as you can.