PGR Ventures Fund

Guidelines for project planning and management

1. **Delivery of your project**
   Your project must be delivered by 31 July 2019.

2. **Types of activity that will be supported**
   The fund will provide support for activities including, but not limited to:
   - fees for external facilitators or trainers
   - reasonable catering costs
   - training materials
   - other reasonable costs associated with the delivery of the proposed initiative.

   Venue hire would not normally be covered as the PGR Hub or other University buildings should be used, if possible.

   Full-time staff who are employed by the University are not able to receive additional compensation as facilitators, and students will not be compensated for the time that they have devoted to these initiatives.

   Ideally, projects will have at least one co-applicant to share the workload, but this is not a requirement.

3. **Timing of training**
   Please check any potential training dates against our [programme calendar](#) to ensure that there is no overlap with other events.

4. **Booking rooms/venues/refreshments/equipment**
   Please get in touch if you need any assistance booking rooms, catering, etc., as the University has preferred suppliers/special deals. We can also advise on the way any other payments should be handled and processed. Please check this at the outset of your planning.

5. **Advertising the event**
   We would advise that you plan your publicity at the start of the project. All materials must adequately acknowledge the funding received from the BDC, as well as feature the [UoB logo](#).

   There will be dedicated space on the BDC website for information about your event. Please provide a brief summary (not more than 100 words) about your event to go on the website, create an Eventbrite page for registration and forward us the link to this for inclusion on the BDC website.
6. **Obtaining participant feedback**
   It is important that you collect feedback from the participants of your event and include it in your final report. We can provide you with a survey template, which can be adapted for your purposes.

7. **Reporting on the event activity**
   You must submit a short end of project report within four weeks of running your final activity (and no later than 31 August 2018). We can provide a template for this. You will be asked to provide a detailed list of attendees, so please keep a record of these.

   We would also like to be able to publicise the fund in future years, so please can you take a record of the event which can be used for this (e.g. images, video, blogposts, etc.).

   Please don’t hesitate to contact the Bristol Doctoral College if you have any further questions. Email us at doctoral-college@bristol.ac.uk or call on 0117 42 82959.