Library Undergraduate Travel Grants Scheme FAQs 2019-20

Who can apply?

Undergraduates undertaking or about to undertake their final year dissertations or projects. You must be registered as a student (not in interruption of studies) at the time of travel to the resource.

How much can I apply for?

Grants are capped at £250 maximum per student but we encourage you to apply for exact amounts where possible. You will be required to provide estimated prices in your application. Please note that the amount awarded may not necessarily be the amount claimed.

What can I use the money for?

The grants can be used to pay for travel costs enabling physical access to specific library or archive collections outside of University of Bristol collections.

If I use the money to travel, what would the grant cover?

The grant would cover travel (and if necessary, accommodation), to enable you to visit other libraries and archives. It can also be used for temporary membership fees for libraries/archives that charge for access. It cannot be used for food or for printing costs. The most cost-effective method of transport should be used. Usually this will be standard or economy class. If you wish to drive, the owner/driver of the vehicle will need “business use for employers business” included within their motor insurance. Evidence of this insurance will be required when you make a mileage claim. Further information on University expenses policies can be found at: https://www.bris.ac.uk/finance/staff/policy/travel-pol/

Can I use it to fund travel for a field trip, conference or seminar?

No. It does not cover these or any trip that does not involve consulting a library or archive, so for example: theatre visits, interviewing other researchers, museum exhibition visits etc. are not covered. This scheme is to fund travel to information resources held at other locations/institutions, for example, another library or archive. These resources should be complementary to your final project/dissertation.

Do I need my tutor’s/supervisor’s permission?

You will need the support of your tutor or supervisor: they will need to send on the finished application form on or before the deadline to the library email address for applications. Their support is vital and applications will only be accepted if forwarded on by tutors/supervisors.

When is the deadline for application?

The deadlines in 2019/20 will be 5pm on:

Friday 15 November
Friday 13 December
Friday 14 February
Friday 13 March
I have missed the deadline, and it wasn’t my fault, will you accept my application?

Unfortunately we will be unable to consider any late submissions. We would encourage you to submit in good time as entries will be distributed to the assessors immediately after the closing date.

What happens if my tutor doesn’t forward my application in time?

In such a case, your application will then have to be carried over and considered for the next round of funding.

When will I know if I’ve been successful?

The panel will sit within 10 days after the closure date and decisions will be communicated in writing as soon as possible thereafter.

When do I get the money?

If successful, funds can be claimed back as expenses, where the usual University limits and regulations will apply. Once you’ve completed your travel, submit a claim using the Non-staff Expense Claim Form, available at: https://www.bristol.ac.uk/media-library/sites/finance/documents/forms/non-staff-expense-gbp.pdf

Return the form with your receipts firmly attached to the claim form, in an envelope marked 'Travel Grants' to:

Jez Conolly
C/o Education Library
35 Berkeley Square
Bristol
BS8 1JA

Please ensure your bank details are correct on the Fees and Funding channel in MyBristol portal before submitting the form to us. We will process the forms as quickly as possible after this.

What is my student number?

This is the seven digit number you use to identify yourself on the Fees and Funding channel in MyBristol portal. If you do not give this number on either your application form or your expenses claim form, payment will be delayed.

Do I need travel insurance?

The University does not insure travel within the UK. For travel outside the UK, the University can arrange travel insurance for you. This cost will not be included as part of your grant. Please ensure you mark clearly on your form that overseas travel insurance is required. If your grant is approved the Library will contact you to get further details in order to apply for the travel insurance.

If I fail in my application can I apply again?

Yes, you may resubmit for the next available deadline date. Given the large scale of this funding opportunity, the panel will not be able to provide feedback to unsuccessful applicants.
I want to travel/access the resource very soon. Can I have a decision before the closing date?

No. You will have to wait for the decision from the panel. It is up to you whether you risk travelling/purchasing online access without knowledge of the outcome. We advise applying well in advance. You can always apply again in the next round if you are unsuccessful.

Who will decide who gets a grant?

A panel of library staff in collaboration with Bristol SU’s Undergraduate Education Officer will assess all applications, applying a set marking criteria.

I was awarded funding and now I want to apply for another grant, is this OK?

Grants are limited to one per student, per year, so if you have several trips you wish to fund in one year, make the case for all the trips in your first application as you will not be eligible to apply again.

I have been awarded a grant but my plans have changed. Can I transfer the funding to another visit/online resource?

If you have just postponed your plans, you may make your visit/access your resource at a later date. If the postponement is likely to be for more than six months, please contact us. If you wish to change your visit destination please bear in mind that your grant has been awarded on the basis of the benefits of a particular visit to you and your course of study, as well as other quality criteria. Therefore, there would need to be a new assessment of the benefits of the new visit. Each such case will be assessed on these merits, and consequently you may or may not have to submit an entirely new application. If you have not contacted us or claimed your grant reward within six months of the offer of funding, the offer will lapse and you will need to reapply if you wish to be considered again.

How do I submit my application?

You should submit your application in electronic format via your tutor/supervisor. They will need to forward on the application from their university email address to jez.conolly@bris.ac.uk with the subject ‘Library Undergraduate Travel Grants Scheme Application’ : this will be viewed as their declaration of support for your application. Please note that incomplete applications and ineligible entries will be disqualified without discussion. You must check your application carefully before submission.