

PGR Community Fund: Terms & Conditions

Last updated: 3 April 2020

1. Eligibility

Currently registered and visiting postgraduate research students at the University of Bristol can apply for funds of up to £300 to help run a non-research related activity or social event.

Usually, the event/activity in question would be held in the PGR Hub (2nd floor, Senate House). However, in line with the University's response to the coronavirus (COVID-19) outbreak, the Hub will be closed until further notice. As such, we encourage applications that make use of digital communication tools (such as Zoom conference calling), whilst still meeting the usual eligibility criteria of the PGR Community Fund, which is outlined below.

The event/activity must:

- help PGRs from across the University to make connections and/or boost wellbeing within the PGR community
- be free for all PGRs to participate in
- not include any potentially offensive subject material
- refrain from political affiliation
- not be exclusive to a select group of PGRs (e.g. within your discipline)
- not be focused on researcher/skills development (if this is the case, you should apply to the [PGR Development Fund](#) instead).

In addition, and to ensure that official guidance on the coronavirus is being adhered to at all times, events/activities must not encourage PGRs to:

- meet in person
- ignore advice on social distancing
- leave their residences to buy or retrieve items
- share physical items (e.g. send books or games via the post).

Please also note, that you cannot use the fund to pay yourself to host the event/activity.

2. Application

Applications are accepted throughout the 2019/20 academic year, until the total funding pool of £3,000 has been depleted (in which case it will be made clear on the webpage that applications have closed).

You must complete the [application form](#) and agree to these terms and conditions.

Once you have submitted your application, you can expect to hear a decision within two weeks.

Successful applicants will be contacted by one of the Bristol Doctoral College's Communication and Engagement Officers, and asked to discuss their requirements and the logistics of their event.

3. Administration of fund

The fund will be administered by the BDC Communications and Engagement Officer with input from the BDC Communications and Engagement Assistant and the PGR Environment Development Manager.

The event/activity must be delivered by 30 June 2020. Remaining funds after 30 June 2020 will be reabsorbed into the BDC Events budget, from which these funds have been extracted. The BDC Events budget exists to pay for community-building activities designed specifically around engaging the PGR community.

4. Timing

If possible, please check that your proposal does not clash with other scheduled events.

The event/activity can be composed of a one-off event or a proposed series of regular events over a finite period of time.

It should endeavour to not conflict with wider University events which are of interest to or mandatory for PGR students, such as the Researcher Inauguration ceremonies or Personal and Professional Development (PPD) sessions.

5. Support available

Broadly speaking, we anticipate that costs will fall into one of the categories listed below. However, as we're keen to support a wide range of initiatives, this list is not exhaustive — and we would encourage PGRs to apply even if their ideas are still at an early stage.

Support could cover:

- hiring a professional speaker, facilitator, musician or artist
- equipment and materials
- use of an online service/platform for a specific period
- online promotion/ads.

The fund is administered through reimbursement, so we advise that you purchase what you need, keep the receipts and claim the money back; this is done through [MyERP](#). (If you have had your viva, you may not have access to MyERP anymore as you will no longer be a registered student, in which case you will need to complete a [non-staff expense claim form](#) instead.)

Please ensure that you include 'PGR Community Fund' and your event's name in the claim description/reason for payment. (If you need assistance, please contact the [PGR Hub Assistant](#).) Please allow up to two weeks for reimbursement and possibly longer during busy periods.

6. Promotion

We recommend that you set up an Eventbrite page, Facebook event or registration form so you can keep track of the number of expected attendees.

Where possible, we will highlight your event in the BDC Bulletin or on the Bristol Doctoral College's social media channels. You are also invited to promote your event/activity by posting in the [PGR Hub Facebook group](#).

7. Coverage

We would like to use any documentation/coverage of funded events/activities to publicise the fund in future years.

Please consider how you will document and cover your event in terms of photography, video, screen shots, social media, audio capturing and media coverage, where relevant. If other PGRs will feature in your coverage, please make them aware that you will capturing images, screenshots, etc.

The BDC's Communications and Engagement team can advise you in this capacity.

8. Reporting

We do not require a formal report of your event/activity but you must email us (copying in the [PGR Hub Assistant](#)) within one week of your event with the following information:

- How many PGRs registered for your event/activity?
- How many PGRs took part?
- How well did you think your event/activity went?
- Do you have any further feedback for us that might be helpful when we fund future events?

In this email, please also include any feedback you have received from attendees — as well as your promotion and coverage materials (e.g. images, video, blogpost, etc.) so that we may use these to publicise the fund in future.