

University of Westminster Scholarship Programme

Professor Geoffrey Petts Memorial Fund 2023-2024

Frequently asked questions

Can an application be reviewed and an outcome decided before the call deadline?

Due to the limited funds available in each call and to ensure equity and fairness, all applications will be reviewed following the Call deadline.

My fieldwork is due to happen before the call deadline, how does this work?

You could undertake the fieldwork as planned but would need to do so recognising that your application may not be successful. This scenario can be mitigated by prior planning, and we would recommend applying to the Petts Memorial Fund in a Call earlier than the planned fieldwork, so you are sure of your financial position before the fieldwork commences.

Should I report the real estimated expense in the application form, or should I keep it within the £1000 fund maximum?

Any application we receive which requests more than the fund maximum (£1000) is immediately discounted. In the budget breakdown you can either demonstrate estimated costs up to the maximum amount or do a complete budget breakdown but indicate you are looking for a contribution towards to overall cost of your fieldwork, which is not in excess of the fund maximum.

Is archival research considered fieldwork?

Yes, this would be considered fieldwork in some disciplines.

Can I apply for funding to cover the costs of software needed to conduct research?

Yes, this would be considered as research equipment. We would also consider subscriptions to particular software under this category.

I have secured partial funding for my fieldwork from another source. Can I still apply to the Petts Memorial Fund?

Yes, if you can combine funding from another source this makes our funding go further, which is great news.

What makes a successful application?

- Adherence to the fund guidelines
- A case for support which clearly demonstrates the key aims and objectives of the funding request, including justification for how this enhances your doctoral research and leads to a timely completion.

- Evidence of cost effectiveness/value for money and realistic budgeting (within the fund maximum).
- A demonstration that the award is making a difference to the applicants' ability to undertake the fieldwork. For example, asking for £1000 towards flights only is likely to be less successful than an application which seeks £1000 to support travel, accommodation and equipment expenses.

Please note: These tips do not overrule the current eligibility criteria and selection procedure as outlined in the fund guidelines.

What are the chances of my application being successful?

Competition for funding from the Petts Memorial Fund is extremely high and the number of applications received for each call will exceed the amount of funding available. It is therefore important students do not rely on this funding. Applications will be entirely judged on the quality of the overall application and in line with the eligibility criteria.

Please note: Due to the high volume of applications expected we are unable to provide individual feedback to applicants.

Can I put in more than one application each academic year?

Yes, however each Call is judged anew, so putting in the same application multiple times is not likely to increase chances of success.

Is there a Risk Assessment template available?

University guidance on fieldwork and offsite working, including guidance on and links to the risk assessment form, can be found on the university website here:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/fieldwork-and-offsite-working>

My Director of Studies is also the School PhD Co-ordinator, who shall I send the application too?

In this scenario you would need to request that the application is signed off by the College Research Director. The PhD Co-ordinator will be able to advise you of who holds this position.

What happens next?

All applicants will be notified of the outcome of their application by the Graduate School as per the call timetable.

Successful applicants will be required to:

- Sign and return a terms and conditions form ensuring funds will be spent in line with your application. The same form will ask for your bank details.

The Graduate School will then arrange payment of the award with our colleagues in the Finance Team. Depending on when this is requested, funds should be received within 2-3

weeks.

- Submit a report (with photos and/or videos where possible) about your fieldwork within a month of return, together with copies of your receipts which account for the expenditure.
- Attend Petts Memorial Fund events

I haven't spent all the funds I received as part of a successful award, what do I do?

In this instance, please contact the Graduate School via studentcentre@westminster.ac.uk to arrange repayment of the underspend. This will then go back into the fund and be available to doctoral researchers making future applications.