Placement Expenses Form

*Please return this filled in application form and submit to* [*placements@eastscotbiodtp.ac.uk*](mailto:placements@eastscotbiodtp.ac.uk)*. Applications will be assessed on an individual basis.*

**Guidance on Placement Additional Expenses**

The EASTBIO Doctoral Training Partnership has a small budget available to support internships and Collaborative Studentship placements that could otherwise not be considered due to their geographical location. This budget will be awarded competitively and applications are welcome at any time of the year. We recommend applying to this fund well in advance of the intended Placement start date. *Please be aware that the UKRI BBSRC policy in instances where there will be payment from the organisation during PIPS of the equivalent of a PhD stipend is to make sure the student does not receive their EASTBIO PhD stipend***.**

As this budget is limited, EASTBIO DTP recommends that students consider possible Placement Organisations within easy reach of the PhD host university. Students are also encouraged to consider opportunities in locations where they can avail of accommodation offered via their own personal network of family or friends or by swapping accommodation with other EASTBIO students. This is particularly relevant for students considering overseas internships due to their expensive nature. Please note that some Organisations are willing to provide financial support to reimburse normal out-of-pocket travel expenses or may offer accommodation during internships. It is the student’s responsibility to request and agree such expenses with the Organisation and provide details in their Placement Expenses application form.

EASTBIO additional expenses awards are approved in writing prior to commencement of the Placement. Following approval, the money will be added to the student’s Research Training Grant (RTSG) and students will be required to follow their institution’s local procedure for claiming the funding back as expenses. Any unspent funds must be returned to EASTBIO Doctoral Training Partnership.

**Placement Additional Expenses Application Form**

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| --- | --- | --- |
| **Student details** | | |
| Name |  | |
| Email |  | |
| Host University |  | |
| Studentship Type | PIPS | Collaborative Studentship Placement |
| **Placement Timing details** | | |
| Planned Placement start date |  | |
| Planned Placement end date |  | |

|  |  |
| --- | --- |
| **Host organisation in which Placement additional expenses may be required** | |
| **Host Organisation Name** |  |
| Address |  |
| Name of contact in organisation (if known) |  |
| Contact Email (if known) |  |
| Justification if choosing a Placement Provider located outwith host University city |  |

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| --- | --- |
| **Financial application for EASTBIO DTP PLACEMENT additional expenses**   * A total maximum of £300 is allowable for travel. This will not be approved where local transport can be used on a daily basis. The cheapest form of transport should be selected. * A total maximum of £700 is allowable for accommodation. This will not be approved where it is possible to commute on a daily basis. * This policy is subject to annual revision.   Please supply the following information: | |
| EASTBIO DTP additional expenses requested for travel  £300 maximum award; provide a break down or additional information, as necessary |  |
| EASTBIO DTP additional expenses requested for accommodation  £700 maximum award; provide a break down or detailed information, as necessary |  |
| Total additional expenses requested from EASTBIO DTP |  |
| Has the host organisation been asked to contribute to these expenses? |  |
| If ‘Yes’ please specify the amount of expenses agreed (is this for travel and/or accommodation)? |  |
| If ‘No’ please explain why not? |  |
| Can any of these expenses be covered from student’s annual RTSG (£5,000 research costs and £230 travel annually)? |  |

|  |  |
| --- | --- |
| **Signed by:** | |
| PhD student |  |
| Date |  |

|  |  |
| --- | --- |
| **Approved by:**  *Section to be filled in by nominated EASTBIO DTP representative* | |
| Name(s) of approver | Email to authorise sent to EASTBIO DTP Finance Administrator Andrea Schulz on DATE |
| Approval Date |  |
| Signed |  |
| Recommendations (if there are any) | Placement expenses will be transferred to the student’s RTSG account or paid after the receipt of an invoice by EASTBIO finance office. Further advice may be sought from the student’s local administrator. |
| Amount of expenses approved/rejected/amended [delete as appropriate; provide reason if rejected or amended] |  |