Placement Expenses Application Form

*Please complete this application form and submit it to* *placements@eastscotbiodtp.ac.uk* *before the start of your placement. Applications will be assessed on an individual basis.*

**Guidance on Placement Additional Expenses**

Your PhD studentship includes a Research Training Grant - an annual award of £5,230 (from year 1 to year 3) for research and training-related expenses. The EastBio partnership expects that you should use your RTSG to also support expenses related to your placement. In addition, we have a small budget to support standard and CASE placements that could not otherwise be possible due to their geographical location. An application for a placement abroad or at a distance greater than 50 miles from your term-time address is eligible for funding. We award additional funds competitively and welcome applications at any time of the year once your placement project details have been discussed and agreed. We recommend applying to this fund well in advance of the intended placement start date. *Be aware that should you receive a salary from the placement host equal to your PhD stipend, we are obliged by UKRI BBSRC to pause your stipend during your placement unless this is located either abroad or at a distance longer than 50 miles from your term-time address.*

As the PIPS budget is limited, we recommend that you should consider host organisations within easy reach of your host university. You are also encouraged to consider opportunities in locations where you could avail of accommodation offered via your 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 prospective host organisations may be willing to provide financial support to reimburse normal out-of-pocket travel expenses or may offer accommodation during internships. It is your responsibility to request and agree such expenses with the host organisation and provide details in your application form, below.

Awards for additional expenses are approved in writing by the EastBio team prior to the start of the placement. Following approval, the money are added to your RTSG and are accessible to you according to your home institution’s local procedure for claiming the funding back as expenses. Any unspent funds must be returned to EastBio with your local administration’s help.

**Guidance on Placement Hardship Fund**

From 2025 onwards, EastBio will consider providing *financial support to students who experience significant adverse circumstances and hardship during their 3-month placement*. These may include a sudden and unexpected change of their personal or family circumstances, accommodation challenges, or other set of circumstances that have a negative effect on their ability to continue their placement. Financial support will be provided should it be deemed that this will ensure the completion of the placement project. Depending on the gravity of the situation and after consultation with the student and, as necessary and appropriate, the PIPS and PhD supervisors, further appropriate options will be advised, including an interruption, postponement or cancellation of the placement itself.

**Placement Additional Expenses Application Form**

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| **Student details** |
| Ful Name |   |
| University Email |   |
| Host University |  |
| Term-time address at your host institution |  |
| Placement Type(delete as appropriate) | Standard PIPS | Collaborative Studentship Placement (*please note: CASE partners are expected to cover all placement costs, including support travel and accommodation*) |
| Name and email of your local administrator (if known) |  |
| **Placement timing details** |
| Planned placement start date |   |
| Planned placement end date |   |

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| **Host organisation in which 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 host located outwith home institution location |  |

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| **Application for EastBio placement additional expenses** * A total maximum of £300 is allowable for travel (e.g. return ticket to placement location, especially if over 50 miles distance from your term-time address). Daily commuting is not eligible. 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.
* From 2025, EastBio will consider financial support for significant hardship suffered by students during their placement subject to availability of funds.
* This policy is subject to annual revision.

Please supply the following information and adequate details to allow the EastBio team to review your application promptly. |
| EastBio additional expenses requested for travel£300 maximum award; provide a break down and relevant details |   |
| EastBio additional expenses requested for accommodation£700 maximum award; provide a break down and relevant details |   |
| Total additional expenses requested from EastBio |  |
| Have you asked the host organisation 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 your annual RTSG (£5,230 annually)? |   |

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| **EastBio Placement Hardship Fund *NEW***If you are faced with unforeseen circumstances that impact your ability to complete your placement project you have already started or about to start, please provide below some information to allow us to consider and approve additional financial support. You can alternatively – and confidentially - email us this information at placements@eastscotbiodtp.ac.uk (Subject: Urgent - Placement Hardship Fund) and we will respond within 3 working days. We estimate that we can support students at a max of £500 per studentship subject to funds availability. |
| Provide some details about the hardship you suffer (or anticipate) during your PIPS; include details about the challenges you currently face (or anticipate), as well as any measures you have already taken to solve the issues. We will rely on this information to confirm the level of support we can provide. |  |
| Have you access to financial support from other sources, whether you have already requested it or planning to? |  |
| Are the challenges you face of a type that can best be addressed by, for instance, postponing, pausing or amending your current placement? If so, with your consent, EastBio can liaise with your PIPS host and negotiate that change. |  |
| What type of help would you require from EastBio? Provide any information you think helpful. |  |
| What level of financial support you require from EastBio? Provide an estimate total cost and a break-down of an estimated total, if possible. |  |
| If you prefer to nominate an individual of trust who can liaise with EastBio on your behalf for this process, please provide their details (name and email). This can be your PhD supervisor, a colleague, or a close friend or family. |  |
| Have you communicated or plan to communicate about these challenges with your PIPS and/or PhD supervisor?  |  |
| If appropriate, would you consent to EastBio approaching your PIPS and/or your PhD supervisor to discuss additional measures to support you to complete your placement? |  |
| IF appropriate, would you consent to EastBio discussing your request for support with the EastBio academic lead for your academic institution? |  |
| Would you like to add anything further that is of relevant here for you? |  |
| **EastBio decision to award hardship fund & total fund awarded** |  |

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

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| **Approved by:***Section to be filled in by nominated EastBio representative (EastBio Manager or EastBio Support Officer)* |
| Name(s) of approver |  Email to authorise sent to SBS Graduate School Finances Manager on DATE  |
| Approval Date |   |
| Signed |   |
| Recommendations (if there are any) | After approval, placement expenses will be transferred to the student’s RTSG account or paid after the receipt of an invoice facilitated between EastBio and the student’s host institution. 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] |   |