

# Additional Funding Schemes Guidance:

Overseas Fieldwork

Overseas Institutional Visits

Research & Training Support Grant

Difficult Language Training

Guidelines in this document should be read together with the appropriate NINE DTP web pages and ESRC funding documents



## PURPOSE

The NINE DTP Additional Funding scheme is designed to support and encourage the comprehensive development of ESRC-funded students. It provides financial support for various research-related activities, including:

**Research Training Support Grants (RTSG):** All award holders are eligible to apply for funds to directly support their research.

**Overseas Fieldwork:** Conducting research abroad integral to the doctoral studies.

**Difficult Language Training:** Language training essential for research execution.

**Overseas Institutional Visits (OIVs):** Networking, research dissemination, language skills development, or specialist research training not available in the UK.

Funds are allocated to extend the period of funded study and cover specific expenses such as travel and accommodation. Applications are considered periodically, with award decisions based on resource availability and the strength of the applicant's justification.

In accordance with ESRC guidance, funds may be used to provide financial support and time for award-holders to:

- Undertake additional specialist research training not available in the UK.
- Develop language skills.
- Establish research links beneficial to their current or future academic career.
- Disseminate early research career findings.
- Attend and participate in seminars directly relevant to their work.



## FINANCIAL SUPPORT

- **RTSG:** Between £2250 - £3000 available for various research-related expenses, including small equipment, books (if not available in libraries), and survey costs. Max funds available vary according to the below:

Award type	Max RTSG	
+ 3 award (DTP1)	£2250	Nominal amount calculated at £750 per year of PhD funding
+3.5 award (DTP1)	£2625	
1+3 award (DTP1)	£2625	
All awards 2024 onwards (DTP2)	£3000	

- **Overseas Fieldwork:** Up to £7,500 for conducting fieldwork abroad. Funding is granted once, and the activity must be integral to the doctoral research and indicated on your original nomination form.
- **Difficult Language Training:** Extension of study to enable language training. Language training must be integral to the doctoral research and indicated on your original nomination form.
- **OIVs:** Up to £4,000 for travel and accommodation, with an extension of up to three months. Focus is on networking, dissemination, and specialist training, with an emphasis on building international research links.



## ELIGIBILITY AND CRITERIA

To be eligible for funding, the following criteria must be met:

- Applications must be led by the award-holder.
- Activities must be related to the completion of the PhD.
- NINE DTP cannot reimburse any spend for activities that take place outside of the funded period, including during suspensions.
- Additional Funding applications cannot be approved if the Foreign, Commonwealth & Development Office advises against visiting the country/area concerned, although exceptions may be made if you are a resident of that country/area.
- If for any reason the activity is terminated early, NINE DTP will seek to return any committed funds from the award holder, and the studentship extension dates will be adjusted accordingly.
- During overseas travel it is acceptable for award holders to use personal leave during the trip for a holiday. However, you must be able to evidence that the extended stay will not impact the NINE DTP approved funds (for example, by pushing the cost of the return flight up significantly or incorporating further travel that doesn't align with the purpose of the visit.) Any costs relating to this period (accommodation, living costs) cannot come out of the approved NINE DTP budget, and must be covered by the award holders' personal funds. Any studentship extension granted will not cover this period.

### OIVs

OIVs must involve a Higher Education institution or an organization with a substantive research office. Depending on the purpose and duration of the visit, an OIV may also be considered part of a Research in Practice placement.

If a placement is not completed before the beginning of the last three months of the studentship, funding will not be extended by three months, e.g. if your funding was to end on 30 June 2028 you must have completed your full 3 month placement before 31st March 2028 to qualify for a full 3 month extension.

### Overseas Fieldwork and Difficult Language Training

Travel should not commence within the first three months of the studentship period and must be completed at least three months before the end of the funded period. Fieldwork should be completed within a 12-month period, unless there are exceptional circumstances.

The need for OFW and DLT must have been identified in the initial research proposal.

Award holders in their Masters year are not eligible to claim this allowance until they have commenced their PhD.

Normally, students would be expected to undertake fieldwork on a full-time basis. Part-time students would be expected to transfer for a fixed period to full-time status for the duration of the fieldwork. In exceptional circumstances NINE DTP can consider an exception to this eligibility rule on a case-by-case basis.

Where an international award holder wishes to return to their home country to conduct fieldwork, but the FCDO advises against travel to the country, ESRC may grant an exception to the rule. Please discuss with NINE DTP.

## RTSG

Monies may be used up until the end of the funded period. The claim may be submitted in the weeks following the funding end date, but all activities must have been completed by the end of the studentship.

Using RTSG to purchase laptops or other computer equipment is only eligible in exceptional circumstances based on the nature of the research being undertaken, for example custom processing of specialised data.

RTSG monies may be used to supplement other additional funding activities if required, following consultation with the award-holders supervisor and NINE DTP.



## DEVELOPING AN APPLICATION

Within the [additional funding application form](#), award-holders should provide:

**Outline and Justification:** Present a clear and concise case for how the proposed activities will benefit their doctoral research, thesis completion, career progression, and personal and professional development. Highlight the added value to the host institution and the unique opportunities offered by the proposed activities.

**Detailed Program and Timetable:** Most relevant for OFW and OIVs, you should provide a realistic and detailed program of activities, particularly where the trip involves multiple locations. You are welcome to submit this as an additional document if required. It is recognised that some activities may not yet be confirmed, or have specific dates attached, however you should outline your travel plans with the detail you do have and acknowledge any gaps.

**Funding breakdown and justification:** Provide a clear and realistic budget in GBP, taking into account travel fluctuations. It is easier to return a small underspend on travel, than to require further approval because costs have notably increased since submitting the application for approval. You are welcome to submit this as an additional document or combine with your timeline if required.

Local travel costs must be evidenced to be economical. NINE DTP would not usually approve taxis or car hire unless a clear case is provided as to why public transport is not a viable or safe option. It is understood that it is not always possible to provide an exact breakdown of local travel costs in advance, therefore you should provide a realistic estimate based on your anticipated number of days travel and your research into local travel tickets/costs. In the field, where receipts are not available, you will then be expected to keep a clear record of trips and spend to submit for reimbursement upon your return.

Applicants should indicate if they are likely to receive additional funding from alternative sources in support of the activity. For longer trips, it is expected that you would use your stipend to cover basic living costs. Where this is not possible, clear justification should be provided. For travel to countries where the cost of living is significantly higher than the UK, please cite your source and include your calculations for significant contribution to living costs included in your budget.

**Supervisor Support:** Include a letter of support from the supervisor, confirming the applicant's progress, the relevance of the proposed activities, and anticipated benefits. Please refrain from pasting the content of the supervisor's email/letter as plain text. It must be clear that the

approval came directly from your supervisor, for example as a screenshot or attached document.

**Host Institution Support:** For OIVs, include a letter of support from the host institution, confirming their agreement to host the award-holder and the provision of necessary resources and facilities.



## ASSESSMENT CRITERIA

Applications for additional funding will be considered and authorised by a cross-institutional NINE DTP panel. The reviewers will rank the applications based on the following criteria:

- The purpose and value added to the applicant and, where applicable, the host institution/collaborative partner.
- Contribution towards the award-holder's research and training.
- The work plan and program of activities.
- Supervisor support, including arrangements for continued supervision
- Support and resources provided by a hosting or collaborating organisation.
- Financial justification and value for money.

Applications should be submitted at least 4 weeks in advance of any proposed activity. Applicants are encouraged to submit applications as soon as possible to benefit from cost reductions for early booking. Please flag any early bird discount deadlines when submitting. The review process may take several weeks, and applicants will be informed of the outcome as soon as it is confirmed. Please do not commit any spend until approval is received.



## MONITORING & REPORTING

Award-holders will keep a record of spend in accordance with the approved budget. Please contact your institutional NINE DTP office for guidance relating to large up front purchases or reimbursement of spend.

Award-holders must maintain contact with their supervisors during funded activities

Award-holders should notify NINE DTP via email to report any unforeseen costs, or to inform the DTP of any reallocation of approved funds. It is unlikely that the DTP will be able to retrospectively approve additional spend where the student did not inform their local office in the first instance.

### OIV only

Award-holders must maintain contact with their supervisors during funded activities and provide a brief report on their activities and outcomes within one month of completion. This report should be suitable for presentation on the NINE DTP website unless confidentiality is requested.



## FURTHER INFORMATION

This guidance aims to provide a comprehensive framework for applying for additional funding, ensuring that award-holders can effectively plan, justify, and execute their research activities with the support of NINE DTP. For specific inquiries or assistance, award-holders are encouraged to contact their local NINE DTP office, or see:

[Current Students - NINE DTP](#)  
[Contact.nine@durham.ac.uk](mailto:Contact.nine@durham.ac.uk)