

Skills training activities should be lead by postgraduate research students or early career researchers and should fit with development of skills and attributes outlined in the [Researcher Development Framework.](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)

Applications must be approved and signed by the relevant Postgraduate Convenor, or Deputy, prior to submission by email to: mvls-gradschool@glasgow.ac.uk with Skills Training Application in the email subject line.

The Training & Awards Committee will not consider any application which is incomplete. Retrospective applications will not be considered.The award cannot be used for food and drinks, only for travel, accommodation, appropriate course costs and other travel related costs. Adhoc expenses like train/metro/taxi/Uber/anything you can’t use a project code to pay for upfront, etc, will have to be claimed via the new student expense tile on your MyGlasgow Student Portal. The Graduate School will only reimburse the amount awarded as stated on your award letter.

*The maximum award is* ***£1500****. If you wish to bid for more than this, please contact the MVLS Graduate School to discuss.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year of Study (1, 2, 3, TP, etc)** |  | **Degree** |  | **PT/FT** |  |
| Name in Full |  |
| Student ID |  |
| **Email Address** |  |
| **Home Address** |  |
| **Supervisor** |  |
| **School** |  |
| **Location of Training** |  |
| **Dates of Training** |  |
| **Total Amount of Funding Requested (£1500 max)** |  |

**Breakdown and brief description of funding requested:**

**Description of the Activity / Event:**

**If this is an event you are organising which is taking place on campus, will it be open to all Postgraduate Research Students/Research Staff from MVLS? YES / NO** *(please give details if applicable)*

**Date(s):**

**Location:**

**Organising School (if applicable):**

**Details of the Skills Development (Max 500 words):**

*Awards are made specifically for development of transferable/generic skills. Indicate how the proposed activity/activities will develop skills* ***in one or more*** *of the domains outlined in the* [*Researcher Development Framework (RDF)*](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)

**Domain A: Knowledge and intellectual abilities**

**Domain B: Personal effectiveness**

**Domain C: Research governance and organisation**

**Domain D: Engagement, influence and impact**

Contd…

**How do you intend to implement the skills you will gain (max 100 words):**

**Signature of Applicant: Date:**

 **PRINT NAME:**

**Signature of Postgraduate Convenor: Date:**

 **PRINT NAME:**

RETURN FORM TO: mvls-gradschool@glasgow.ac.uk by the appropriate closing date.

Applications are considered 4 times each year: 16 August/15 November/14 February/16 May.

Applicants will be informed of the outcome 2 weeks after each closing date.

The award cannot be used for food and drinks, only for travel, accommodation, appropriate course costs and other travel related costs.

**IMPORTANT:**

*The use of Air BnB accommodation bookings is prohibited on all bookings. It is the responsibility of students to ensure they comply with this policy. Airbnb is prohibited as the University has a duty of care to students (& staff – same prohibition applies) - it is unregulated and may not meet safety standards, it does not offer 24-hour assistance to travellers in the event of cancellation or emergency and some funders do not allow the use of Airbnb.*

**Book travel using the University Travel Hub:** <https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/bookmyowntravel/>

Bookings can also be made using other travel companies, provided clear receipts are provided.