

COLLABORATIVE DOCTORAL PARTNERSHIP COHORT DEVELOPMENT FUNDING POLICY



Introduction

The Collaborative Doctoral Partnership holders together provide a unique programme to support all collaborative doctoral students as they progress through their PhDs. Collectively we seek to build a cohort of future researchers who will make significant contributions to the UK's Museums, Galleries, Heritage, Libraries and Archive sectors in coming decades. A tailored programme of events, training and workshops provides students with the skills and understanding of what makes research different and rewarding in our organisations, compared with higher education. It supports their career planning and provides distinctive training opportunities to complement those provided by the student's own Universities.

The Consortium has funding from the AHRC to support students' costs of travel and accommodation when they participate in activities that are part of our cohort development programme.

Our funding can also cover some of the costs partners incur in delivering workshops, activities and training. These costs are only eligible for activities that are open to all students from across the consortium and that have been agreed as part of the consortium's cohort development programme.

CDP Student Travel and Accommodation

- **Student Travel:** Students attending CDP cohort development events will be reimbursed for the cost of their travel. The CDP Consortium administration will reimburse appropriate travel costs (but not less than £15) per event, depending on where the student resides in the UK. *(Please note detailed guidelines are listed on the Student Travel Policy)*
- **Student Accommodation/Subsistence:** In most circumstances the CDP Administrator will organise hotel accommodation, which will be located within a reasonable distance of the training venue (e.g. London Zone 1 for London training events). In certain circumstances the student can book their own accommodation in a reasonable quality hotel, providing the daily limit is not more than £100.

Subsistence is not normally reimbursable whilst attending training events, however the CDP Administrator will advise the students in the event of any exception to this rule. *(Please note detailed guidelines are listed on the Student Travel Policy)*

Costs of Delivering Cohort Development Activities by Consortium members.

The Cohort Development Fund can be used to cover some of the costs that might be incurred by consortium members organising and hosting cohort development activities. Except in very exceptional circumstances, the time, travel and accommodation expenses of our own staff will not be reimbursed

by the fund, as part of our commitment of time and resources to support our CDPs. Consortium members can claim from the fund;

- **Catering:** If a CDP partner organisation hosts a training event, the Cohort Development Fund will reimburse the catering costs for the event, so long as the costs are reasonable and do not include alcohol. We would normally expect such costs to come to approximately £2.50 per person for each refreshment break, and £7.50 per person for each lunch. Should you believe higher costs are warranted for a particular event, please consult with the CDP Administrator.
- **External Speaker Travel:** Economy class train and air tickets can be claimed for external speakers, contributors or trainers who are not employed by a consortium partner.
- **External Speaker Accommodation:** Where external speakers etc. require accommodation, this can be covered. The daily limit for UK hotels is £100, (which is in line with HMRC worldwide subsistence rates for typical business hotels). If the only hotel available is more expensive than this, or the precise location of the hotel is critical, for instance when it is also the conference location, or travel time to and from the hotel would affect the purpose of the visit then please liaise with the CDP Chair/Administrator as appropriate.
- **Venue Hire and AV:** It is expected that most activities will take place at CDP holder organisations, who would provide rooms, lecture theatres etc. for free and waive their room hire, AV and other support staffing costs as part of their commitment to the scheme. The budget allows for the cost of other external venue hire, if appropriate. In situations where a CDP holder is not able to provide suitable rooms free of charge for an event, the consortium may agree to pay for venue hire if suitable alternatives are not available from other consortium members.
- **Personal:** It is expected that the majority of activities will be organised and delivered by members of staff from CDP holding organisations. Their time, travel and accommodation will be covered by the CDP holding organisation as part of their commitment to the scheme, and this includes any personal expenses incurred in hosting cohort development events.

Claiming Reimbursement

In all circumstances, in order to be reimbursed, scanned or original tickets/receipts/invoices must be sent or emailed to the CDP Administrator together with a CDP reimbursement form which needs to be completed in full:

CDP Administration
Research Department
Victoria and Albert Museum
Cromwell Road
London, SW7 2RL
cdpadmin@vam.ac.uk

It is essential that all expenses and benefits claimed demonstrate value for money, are appropriate and can withstand the scrutiny of both the CDP Consortium and the AHRC. We therefore reserve the right to decline any expenses deemed to be unreasonable or that are not supported by receipts.

If you are in any doubt as to whether the expenditure you plan to incur is suitable for reimbursement, please do consult with the CDP Administrator in advance.

