

COLLABORATIVE DOCTORAL PARTNERSHIP STUDENT LED ACTIVITIES FUND



Introduction

The Collaborative Doctoral Partnership consortium has funding from the AHRC to support our students to work together to organise events and activities. Two or more current students can ask for up to £2000 from the [CDP Student Led Activities Fund](#) at any time their initiatives from students.

Activities and events could be:

Knowledge Cafes: Student led discussion sessions focused on key questions relevant to their areas of research

Workshops, Seminars and Conferences: Around a particular common topic or subject where students and other researchers are presenting work and ideas

Dissemination events: Activities and events to share student's research and knowledge with wider non-specialist audiences.

Skills Workshops: Practical based workshop looking at developing specific skills that the students feel need more focus; or where students who have developed particular areas of knowledge that would be useful for other students share that knowledge and information. For example; if a student has attended a particularly useful training course; they could use the materials to disseminate the basics of this to other students in workshop format.

Study Tours: Visits by a group of students to one or more "workplaces" for knowledge exchange around a particular subject or issue.

A small exhibition centred on a research project

Call for Proposals for student lead activities*

There are three calls per year to allow for adequate planning for each event

- End of June – for events taking place in October – February
- End of October for events taking place March – May
- End of February for events taking place June – September

*Events must not clash with other CDP events, check with cdpadmin@vam.ac.uk for further info.

Guidelines:

- Applications have to be made by two or more current CDP students. Ideally, the students would be from different CDP partner organisations, but applications from two or more students from the same CDP partner organisation will still be considered. We encourage CDP students to organise events outside of London. Students funded by the AHRC on the Doctoral

Training Programme (DTP) can also be a partner in the application, however one student must be a current CDP student.

- Funding would be available for up to £2,000 per activity, the following could be covered:
 - Catering costs (contact host institution for catering quote, some charge external rates, make sure to check this, alcohol is not covered in the catering costs)
 - Travel and Accommodation for speakers and contributors (Travel costs are usually up to £100 per return journey but not less than £15, accommodation costs are approx. £90/night including breakfast)
 - Venue hire (if host institution cannot provide for free)
 - Printing costs
 - AV costs (some organisation will need to charge this, contact host organisation for a quote)
 - Other costs to deliver activities (e.g. tickets to access an exhibition or display)
- The students would be expected to document the activity, submit a report to the consortium and contribute to our CDP website.
- Once approved, the student organisers would need to produce an outline budget and expenditure spreadsheet for the event and arrange for payments to be processed. In most cases payments will be processed by the host institution who can then invoice the CDP Co-ordinator post event. In all circumstances, scanned or original tickets/receipts/invoices must be sent or emailed. If the host institution is not able to process payments please check with the CDP Co-ordinator for advice - cdpadmin@vam.ac.uk
- Before organising an event please check through the event check list below to ensure that you are prepared in advance of the activity taking place.
- Ensure that you are in contact with someone at the host institution so that they can mentor you through the process of organising the event.

EVENT CHECK LIST

EVENT NAME: _____	DEADLINE	EVENT DATE: _____	STATUS	NOTES
Date/location agreed with institution contact person?				
Room booked?				
CDP Event Calendar updated?				
Call for participants/papers?				
Confirmed speakers/guests?				
Budget sheet created?				
Copy submitted for CDP Website?				
AV equipment booked?				
Catering booked?				

Abstracts collected for programme?			
Event Memo sent out?			
Programme created?			
Powerpoint presentation/DVD etc collected?			
Biography			
Holding slide sent to AV?			
Signage sorted?			
Guest passes requested?			
Water for speakers prepared?			

How to Apply

Any student wishing to organise an event should complete a **Student Activity Application Form** outlining their goals and explaining how they would plan to deliver the event and submit it to cdpadmin@vam.ac.uk to get approval to run them from the Consortium. Please make sure to submit your application by the deadline for each call. If you submit it after the deadline it can be considered for the next call. We would also then be able to provide advice and practical support on implementing the activity.

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How are Applications Assessed?

Applications will be assessed by a panel comprised of the CDP Consortium Chair, Deputy Chairs and Co-ordinator. The panel may obtain additional feedback and advice from within the Consortium or from external partners as required. Successful applications will be expected to provide:

- Clear and appropriate goals and objectives for the proposed activity
- A good understanding of how the proposed activity will support the development the CDP cohort (in the short and/or longer-term) and complement the wider AHRC CDP programme
- A realistic plan to manage and deliver the proposed activity within the maximum budget available
- Clear plans to monitor and evaluate the success and impact of the proposed activity

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.