**POSTGRADUATE RESEARCH EXPENSES (PRE) GRANT 2023/24**

**Guidelines and Eligibility Criteria**

The Postgraduate Research Expenses (PRE) Grant supports postgraduate research (PGR) students by contributing to research costs for activities that are *directly* related to their research.

Please read the guidance and eligibility criteria below before completing the application form.

The PRE Grant is administered by the ECA Postgraduate Research Team and ECA Finance Team and applications are assessed by the ECA PRE Panel (which comprises of all 6 Postgraduate Research Directors at ECA) once a semester, on a competitive basis.

Applications must be fully completed, including the supporting statement by the applicant’s supervisor. The application and supporting statement will be assessed by the Panel and scored as follows:

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| Score 0-2: |
| 1. How the planned activity relates to the applicant's programme of research. |
| 2. Why the planned activity is necessary to the applicant's programme of research. |
| 3. If the planned activity fits with the applicant's research timetable. |

These awards are highly competitive and funding is limited, therefore, strong applications only may be funded. There is no guarantee of award and applicants are encouraged to search for other funding sources.

**2023/24 Application deadlines:**

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| *Round 1 - Semester 1*  Student submission: Monday 6th November 2023, 5pm  Panel meeting: Monday 20th November 2023, 12pm | *Round 2 – Semester 2*  Student submission: Monday 11th March 2024, 5pm  Panel meeting: Tuesday 26 March 2024, 1pm |

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**Eligibility criteria:**

* 1. Applications from postgraduate research students registered at ECA: PhD, MPhil and MSc by Research, *(taught PG programmes are not eligible for the PRE grant).*
  2. Applicants must be within their prescribed period of study, eg in Year 1-3 full-time PhD, or Year 1-6 part-time PhD. Applicants in the writing-up/submission period or extension period are not eligible.
  3. Applicants should not be on interruption of studies at the date of the activity, including the status “Interrupted, Thesis Submitted”.
  4. The activity must be directly relevant to your programme of research, it must be necessary for your research and fit with your research timetable*.*
  5. Applications may include any of the following activities: conference presentations and attendance (including registration fees for online conferences), fieldwork (including costs related to fieldwork/interview assistance), archival work (including archival assistance and copying fees), publishing academic research (eg image copyright fees), computer software (if not available through the University), musical performance, exhibition or equivalent practice-based output; other research cost at the discretion of the committee.

*For conferences, priority will be given to applicants making a formal presentation (academic paper, performance or equivalent) rather than conference attendance only.*

* 1. The maximum amount a student may receive in an academic year is £500, if full-time, and £250, if part-time. Priority will be given to applicants who have not received funding in the past. Applications will be considered for any amount up to the maximum £500/£250 as relevant. Applications for smaller amounts will be considered and students given smaller amounts of funding will be able to re-apply in the next round for the balance up to £500/£250 as relevant.
  2. Applicants must complete a separate application form for each activity/claim.
  3. Applications should be submitted *before* the activity is undertaken and by the following available deadline, *unless* the activity takes place after the final deadline of the academic year, in which case an application will be considered at the first round of the following academic year. In the event that an applicant has submitted a proposal for a presentation at a conference but the date of confirmation is later than the PRE application deadline, the applicant should submit a request in case the proposal is successful (if not the funds will be reallocated to another student in the following round).
  4. Applications must be fully completed, including the supporting statement signed by the applicant’s supervisor. Incomplete, late and ineligible applications will not be accepted.
  5. The PRE Grant is not transferable between students or activities.
  6. The PRE Grant does not cover the cost of food and drink.
  7. If the activity requires travel away from campus for a period of time a short term leave of absence (5-30 days) or a longer term leave of absence (over 30 days) should be requested. In some cases a travel risk assessment or ethical assessment may be required for the activity. Payment may be delayed until the necessary documentation is completed.
  8. Please provide your bank details via the online Bank Details form: <https://edin.ac/finance-student-bank-details> at the same time you submit your application to ensure that if your application is accepted the funds will be transferred to this account asap.

**Awarded applicants:**

* 1. Payment of the PRE Grant will be made within 4-8 weeks from the date the applicant is notified of the award. All grants will be paid before the end of the University’s financial year, 31 July.
  2. Within two months of completion of the activity, a 300-word report should be submitted (this may be published in the ECA Postgraduate Research blog site). New applications will not be accepted until reports on previous funded activity are submitted.
  3. Successful applicants who are later unable to carry out the activity must inform the ECA Postgraduate Research Team ([ecaresearchdegrees@ed.ac.uk](mailto:ecaresearchdegrees@ed.ac.uk)).

**POSTGRADUATE RESEARCH EXPENSES (PRE) GRANT**

**Application Form**

* Please complete the application form and submit this together with any relevant attachments/supporting documents to [ecaresearchdegrees@ed.ac.uk](mailto:ecaresearchdegrees@ed.ac.uk)
* Provide your bank details via the online Bank Details form: <https://edin.ac/finance-student-bank-details>
* It is your responsibility to ensure that, by the relevant deadline, your application is fully completed and submitted, including the supporting statement from your supervisor. Incomplete and late applications will not be accepted.
* Please check the PRE guidelines and eligibility criteria before applying.
* Please ensure you describe the direct relevance of the activity to your research study, why it is necessary for your research and that it fits with your research timetable.
* Please attach copies of abstracts or similar documentary evidence if participating in a conference.

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| **Applicant’s details** | |
| Full name: Yifan Gong | UUN: S2191579 |
| Email: yifan.gong@ed.ac.uk | Degree (PhD, MPhil, MScR): PhD |
| Subject area: PhD Art (in theatre and performance studies) | Full-time/Part-time: Full-time |
| Source of funding for your degree (scholarship, self-funded): self-funded | Current year of study: 3rd |

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| **Activity – details of conference / fieldtrip / publication etc**  ***(please check the list of activities in eligibility criteria section 6 above)*** |  |
| Please provide details on your activity, eg conference title, fieldtrip destination, archive name, publication title, etc (as appropriate):  A practice-based research fieldwork consisting of one to two live performances at NYU Steinhardt Black Box Theatre collaborated with current Screen Scoring MMus student Zhuohan Zhao. |
| Location of activity (please state if online event): New York, USA |  |
| Dates of activity: May 3rd, 4th 2024 |  |
| Dates away from campus including travel days: May 2-5, 2024 |  |
| Hosting organisation, university or publisher name: New York University |  |
| If conference or event provide URL for activity: |  |
| If conference attendance, are you presenting? Yes / No |  |
| Paper title (if conference presentation please, attach abstract as a separate sheet) |  |

Please attach any supporting documentation as relevant, eg acceptance letter for conference, conference paper abstract, confirmation of visit from archive, letter from publisher, conference/event webpage etc

**MAXIMUM AWARD: £500 for FULL-TIME STUDENTS and £250 for PART-TIME STUDENTS PER YEAR**

You should indicate the entire budget for your activity and details of any other source of funding you have applied to. Please note smaller awards will be considered. Please provide full details and breakdown of costs below:

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| **Full Budget / Breakdown of costs** | |
| **Details** | **Costs £** |
| Travel | 694.48 |
| Accommodation | 695.71 (891.11USD) |
| Conference fee | N/A |
| Other *(please specify what the funding is required for, and provide full breakdown of what is being purchased including approx. costs for materials, image copyright costs, interviews, hourly rates etc)* |  |
| Total amount (£ : p)  (Note: Max PRE funding £500 FT / £250 PT) | 500 |

**Please complete the online bank details form at** [**https://edin.ac/finance-student-bank-details**](https://edin.ac/finance-student-bank-details)

Please attach any supporting documentation as relevant, for example, copies of travel or hotel booking quotes or confirmation, copy of conference booking form or invoice, materials quote or invoice etc.

Note: the PRE grant does not cover the cost of food and drink

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| **Previous PRE Grant Funding** | | | |
| Funded by PRE in previous round of this academic year? | | Yes / No | Amount £ N/A |
| If funded by PRE in previous round or academic year has activity report been submitted? | | Yes / No | Amount £ |
| **Alternative Funding Source** | | | | |
| Do you have or are you seeking funding from an alternative funding source (please specify):  N/A | | | | |
| Funding amount received/sought: N/A | Expected notification date: N/A | | | |
| **Any other funding information you wish to provide related to your activity / application** | | | | |
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| **Applicant’s case** | |
| ***Please explain (in approximately 200-300 words):***   * ***how the activity relates directly to your programme of research,*** * ***why it is necessary for your programme of research,*** * ***and if it fits with your research timetable***   *For example, if an archival visit, how the archive collection will facilitate your research; if a practice-based event, how this will generate new lines of research enquiry for your practice; or if a conference presentation, how the panel/session relate to your research interests.*  My PhD is on the theme of creating Theatre of One Emancipated Spect-actor using accumulating methods. It is led by the aesthetics of accumulation and the emancipated spect-actor. As an in-person creator, I am conducting phenomenological and performative (practice-led) research methods to produce live intermedial performances to research this theme. My research also significantly engages phenomenology and hermeneutics in its written analysis.  This activity is the second phase of the final case practice for my PhD. I successfully used volumetric capture technology (VoCap) to produce volumetric videos that capture my bodily live performances happened in the first phase in April 2023. It is time to conduct the second phase to bring these volumetric materials to live stages and add more live layers on top of the digital mediatised ones. I will apply the same logic and similar aesthetic strategies as those that I have practised in February 2023. <https://youtu.be/-7bHFeI_QY4?si=t9fT--QR1LsVdK-S> In simple words, I will do new live performances with my physical body when playing the volumetric captured old performances on the projection screen. I will interact with my previous performances and embody intermediality in the upcoming live performances.  I collaborate with Zhuohan Zhao, a screen-scoring composer and current Master of Music student at NYU. I devote myself to performance management and creation while he makes intermedial music accompanying my performances under my accumulation aesthetics. This research activity would contribute to the novelty of VR application in performing arts, intermediality and contemporary theatre and performance art studies.  This fieldwork fits with my research timetable well. It is the necessary practical part of the final case study of my practice-as-research PhD thesis. It only takes 4 days away from campus. As it is planned in early May, I have the entire June back in Edinburgh to complete my 3rd-year annual review submission and do the annual review as scheduled. | |
| **Signature of Applicant:** | **Date: Feb 24, 2024** |
| **Bank details online form completed:**  <https://edin.ac/finance-student-bank-details> | **Yes / No** |

**PLEASE FORWARD THE FORM TO YOUR SUPERVISOR FOR THEIR COMPLETION OF THE SECTION BELOW**

**Additional forms that may need to be completed:**

**Leave of Absence**

5 - 30 days absence - If you will be off campus between 5 - 30 days you must request a short term leave of absence. Please follow the instructions on the following webpage: [Managing short Leave of Absence process | The University of Edinburgh](https://www.ed.ac.uk/student-systems/support-guidance/admin-support-staff/study-away/managing-short-leave-of-absence-process)

30+ days absence - If you will be off campus for more than 30 days you must apply for a full leave of absence which will be recorded on your EUCLID record - [Leave Of Absence | The University of Edinburgh](https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/leave-of-absence) . Application forms can be obtained from the ECA PGR admin team – [ecaresearchdegrees@ed.ac.uk](mailto:ecaresearchdegrees@ed.ac.uk)

**Travel Risk Assessment**

A travel plan or risk assessment may be required depending on the duration, location and nature of your activity. Local/national travel may require submission of a travel plan and generic risk assessment. International travel may require a comprehensive risk assessment including a travel plan plus completion of the University travel risk assessment form (TRA1). Information and template forms can be found here:

[Risk Assessments and Travel plan | The University of Edinburgh](https://www.ed.ac.uk/staff/business-travel/travel-safety/travel-plan-risk-assessment) .

Forms should be submitted to the ECA PGR admin team [ecaresearchdegrees@ed.ac.uk](mailto:ecaresearchdegrees@ed.ac.uk) .

**Ethical Assessment**

If your research activity has ethical implications you should complete an ethical self-assessment and where necessary apply for ethical approval before commencing the activity. Information on the ethical review can be found in the ECA Handbook (EASE login required) - [Ethics at ECA (sharepoint.com)](https://uoe.sharepoint.com/sites/hss/eca/handbook/SitePages/Ethics-at-ECA.aspx).

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| **Supervisor’s comments** | |
| ***Please outline for the panel how the activity relates directly to the candidate’s programme of research, why the supervisory team believes it necessary for the successful completion of the research, and how it relates to the agreed timetable for delivery.***  I strongly support Yifan’s application to this fund. Yifan has made good progress on his doctoral project, ensuring a coherent approach to practice and theory. His previous practice-based experiments have been vital to the progression of the written part of the thesis, which has continued to develop well alongside his studio-based practice.  As Yifan’s research requires access to specific forms of technology as he investigates virtual performance practice, it is necessary for him to work away from Edinburgh (as he has done so successfully last year), to connect to new collaborators working in intermedial contexts, and to benefit from expanded networks and an emerging international profile.  The supervisory team are highly supportive of this trip and hope that funding can be awarded to contribute to the substantial costs in cross-continental collaboration, which is an important part of Yifan’s work. | |
| Name of supervisor: David Overend | |
| Signature of supervisor: | Date: 29/02/2024 |

**Students should submit the fully completed form, including supervisor supporting statement, plus any attachments / supporting documentation to:**

**ECA PGR admin team** [**ecaresearchdegrees@ed.ac.uk**](mailto:ecaresearchdegrees@ed.ac.uk)

**By the relevant deadline below:**

Round 1 - Semester 1 - Student submission deadline: **Monday 6th November 2023**

Round 2 - Semester 2 - Student submission deadline: **Monday 11th March 2024**

**INCOMPLETE, LATE AND INELIGIBLE APPLICATIONS WILL NOT BE ACCEPTED.**