

## **Guidelines for use of Roberts' Review funding to support attendance on external courses**

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Where equivalent internal training is not available, Roberts' Review funding can be used to support attendance on external courses by Research Council funded PhD students and research staff.

The Research Councils have issued guidance on the appropriate use of Roberts' Review funding and this has been used to formulate the guidelines provided below.

The principal objective for the Research Councils in providing Roberts' Review funding to universities is to support the enhancement and expansion of skills development programmes within each University. These internal programmes can be made available to all researchers, irrespective of funding source, whilst external course attendance can only be supported for those funded by the research councils. It is therefore important to ensure that the use of Roberts' Review funding for external course attendance is carefully monitored. No more than £6,000 of Roberts' Review funding will be available to support external course attendance in 2004/05.

These guidelines will be reviewed and modified as necessary and if there is excessive demand.

In order for external course attendance to qualify for Roberts' Review funding:

- The PhD Student or member of research staff involved **must be funded by a Research Council**.
- The external course **must address sections c, d, e, f, or g of the Research Councils' Joint Statement on skills training requirements** (see <http://www.postgrad.ed.ac.uk/pgskills/rcjoint.pdf>). This relevance should be explained (briefly) in the application for Roberts' funding and should be accompanied by a copy of the course description or programme.
- Roberts' funding will only be available if there is no equivalent internal, University course.
- Where an external course covers a combination of specialist skills and transferable skills, Roberts' funding will only be available to cover a proportionate amount of the course costs (between 30% and 60%).
- Applications for Roberts' funding for external courses should be sent, at least 3 weeks in advance, to Jon Turner (Transferable Skills Unit) via the head of Graduate School or the School Postgraduate Studies Committee Convenor. This will ensure that applications have the support of the School.
- The Transferable Skills Unit will be responsible for including external course attendance in the University report on Roberts' Review spending for the research councils.
- Funds will normally be transferred to the School by eIT once the application has been approved.
- For any individual research council funded PhD student or researcher there will be a maximum limit of £300 in any one year or £600 over three years for external course attendance.

**Checklist for applications**

- Application is made via head of Graduate School to Jon Turner (Director, Transferable Skills Unit, Old Faculty Office, King's Buildings; j.d.turner@ed.ac.uk; Tel: 0131 650 7141)
- Course addresses section c – g of Research Councils Joint Skills Statement and course description / outline provided.
- Applicant is funded by a research council. Provide details of applicant's name, research council and matriculation / staff number.