This form should be completed by PGR students who would like to be considered for exceptional support for their research degree of up to a maximum of 3 months.

***Please note that this application is not linked to any application for extension of registration, and that you should apply for any necessary extensions to your period of study on eDoc.***

**Self-funded PGRs:** Can apply for additional fee support (up to a maximum of an additional 3 months). The application must be submitted 3 months (minimum) prior to their next re-enrolment point.

**Funded PGRs:** Can apply for this additional stipend and overtime fee support (up to a maximum of an additional 3 months). The application must be supplbmitted 3 months (minimum) prior to the date their current funding/support is due to finish.

**UKRI Funded PGRs:** Can apply for the UKRI’s ‘Covid-19 Phase 2 extension fund’ using this form. The criteria from UKRI require that 1. You have a funding end date from 1 April 2021 onwards 2. You have not submitted your thesis for examination and 3. You have not already received a UKRI-funded extension under the initial UKRI policy. You must meet all 3 criteria to be considered.

***You should email your completed form to your Faculty Research Degree Committee secretary.***

|  |  |  |
| --- | --- | --- |
| **Faculty** | **Secretary** | **Email** |
| Arts, Professional and Social Studies | Julie Yates | J.K.Yates@ljmu.ac.uk |
| Business & Law | Bernie Hobbs | b.s.hobbs@ljmu.ac.uk |
| Health | Sue Alexander | S.Alexander@ljmu.ac.uk |
| Engineering & Technology | Tricia Waterson | t.m.waterson@ljmu.ac.uk |
| Science | Andrew Rowlands  | SCSResearchAdmin@ljmu.ac.uk |

***Your details:***

|  |  |
| --- | --- |
| **Forename(s)** |  |
| **Surname** |  |
| **PGR ID Number** |  |
| **Mode of Study** | [ ]  Full time  |
| [ ]  Part time |
| **Programme** | [ ]  MPhil  |
| [ ]  PhD  |
| **Faculty** | [ ]  Arts, Professional and Social Studies |
| [ ]  Business and Law |
| [ ]  Health |
| [ ]  Engineering and Technology |
| [ ]  Science  |

***Your funding details:***

|  |  |
| --- | --- |
| **Year of Study eg. 1, 2, 3…**  |  |
| **Source of Funding** | [ ]  Self-funded |
| [ ]  Faculty Funded |
| [ ]  University Funded |
| [ ]  Externally Funded (for example an employer, embassy) |
| [ ]  Match Funded  |
| [ ]  UKRI Funded |
| **If you are unsure please tell us what you understand in relation to your funding.** |  |

|  |
| --- |
| **Only externally funded PGRs should complete this box**  |
| **Name of External Funder** |  |
| **External funding details** |  |
| **Funding period** | ***From:***  |
| ***To:***  |
| **Have you approached the external funder for additional support?** | [ ]  Yes |
| [ ]  No |
| **What was the outcome of your request?** | [ ]  Additional support will be provided |
| [ ]  No support will be offered |
| **Please append evidence of your correspondence with your external sponsor to this application (such as emails)** | [ ]  I confirm that I have attached evidence of correspondence with the sponsor |

***Details of the Covid-19 related impact experienced (evidenced by your eDoc log or email trail)***

|  |  |
| --- | --- |
| Please tick all that apply | [ ]  Access to essential labs / studios / equipment / facilities at LJMU |
| [ ]  Access to essential physical materials in Library / Archives / Collections at LJMU |
| [ ]  Need specialist software only available at LJMU |
| [ ]  Access to facilities / equipment / personnel at collaborating organisation |
| [ ]  Could not continue or complete primary data collection as planned |
| [ ]  Need to significantly re-plan my research project |
| [ ]  Delays to my planned thesis submission date |
| [ ]  Difficulty with remote access to supervisors |
| [ ]  Self-Isolation: I am at higher risk due to underlying health conditions |
| [ ]  Self-isolation: Members of my household are at higher risk due to underlying health conditions |
| [ ]  Caring responsibilities |
| [ ]  Employment related circumstances |
| [ ]  Other circumstances |
| If you selected ‘Other’ please provide details |  |

***Please add details of your case for support (not more than 300 words)***

|  |  |
| --- | --- |
| Please confirm the eDoc Supervisory Log date/dates where you detailed the impact of the pandemic on your research project.  |  |
| Do you expect to submit your thesis later than originally planned | [ ]  Yes |
| [ ]  No |
| If yes, please indicate your intended submission date for examination.  |  |
| **PGR Declaration** | [ ]  I confirm that the information I have provided in this form and which I shared with my supervisors is true to the best of my knowledge. |
| [ ]  I confirm that I have included a revised timeline for my project |
| [ ]  I confirm that I have appended external sponsor details (if appropriate) |
|  |
|  |
| **PGR Signature** |  |
| **Date** | Click or tap to enter a date. |

***PGRs should meet with their Supervisory team to discuss the application form prior to submitting it for consideration.***

***Supervisor Support***

|  |  |
| --- | --- |
| Additional Supervisory Team Comments |  |
| Date meeting held with PGR (and recorded on eDoc) |  |
| Lead Supervisor signature |  |
| Date |  |

Faculty Research Degree Committee Review

|  |  |
| --- | --- |
| Confirmation of funding source | [ ]  Faculty Funded |
| [ ]  University Funded |
| Additional funding details (if required) |  |
| Recommendation  | [ ]  Support |
| [ ]  Not Support |
| Where application is supported please indicate how much additional time should be supported | [ ]  1 month |
| [ ]  2 months |
| [ ]  3 months |
| FRDC Chair signature |  |
| Date |  |

Research Degree Committee Decision

|  |  |
| --- | --- |
| Outcome | [ ]  Approved |
| [ ]  Not Approved |
|  | [ ]  1 month |
| [ ]  2 months |
| [ ]  3 months |
| RDC Chair signature |  |
| Date |  |