**Covid-19 Research & Innovation Disruption Fund**

**Application Form 2021**

## Section 1: Disruption Fund Phase 2 guidance

We recognise that all PGRs will have been affected by the pandemic and know that most have worked hard to adapt and adjust their plans to ensure they complete their doctorate. However, adapting and changing a project plan is more difficult for some projects and in some circumstances.

We have a limited resource to provide some PGRs with additional time to complete their research. The purpose of this form is to ensure that we identify those who have been most significantly disadvantaged by the pandemic so that they have the best possible chance of completing. We are confident that you understand that it is not possible to undo the impact of the pandemic on your research, but we can do our best to ensure that everyone completes.

We regret that the pandemic has made research so much harder for everyone. While we would like you to enjoy the ideal circumstances, opportunities and best research outcomes, the pandemic has meant that we need to focus on helping you do enough to get you over the line to complete, rather than delivering the doctorate that you had originally planned at its outset. We still encourage you to keep to your ambitious goals as far as you can. However, the purpose of this Disruption Fund is to help ensure no one gets left behind and, sadly, we do not have the resource to ensure that each project reaches the pinnacle of its potential.

This form has been designed to enable a Faculty-level panel to allocate your application to one of four priority bands for support. The second panel, at the University level, will then allocate resources band-by-band to ensure those most affected and least able to reduce the impact are given priority. This process is not a matter of applying scores and adding them up to make a decision. It will involve several people considering your situation in detail.

We will look at how well you were able to modify your research to ensure completion. This is not a judgement of your effort to do this, but in recognition that some tasks are more difficult to redesign or modify, and some factors (e.g. school closures) are not within your control.

We will endeavour to make the best and fairest decisions we can to allocate a limited resource. If you feel we have not made the right decision, please do discuss this with your supervisor and come back to show us where you think we are in error and to raise any additional information or evidence you think we need to know about.

We do understand that it is not easy to describe disruption caused by the pandemic. Our questions are there to help you focus your answer. If you find that the questions do not help you to capture the key issues in a clear way, please add additional comments, but please keep them as brief as possible.

We appreciate that you might disclose some personal information on the form. Please be reassured that your application will be treated in confidence and access to it is limited to those involved in the decision making. You can review the Privacy Policy relating to the Disruption Fund here: [Postgraduate research students | University of Surrey](https://www.surrey.ac.uk/coronavirus/students/postgraduate-research-students)

## Section 2: Eligibility and criteria

Doctoral students who are eligible to make an application to Phase 2 of the Disruption Fund are those:

1. whose funding end date is between 1st March 2021 and 31st September 2021 if making an application for additional funding, and/or;
2. whose registration end date is between 1st March 2021 and 31st September 2021 if making an application for a fee-free extension and;
3. who have not already been granted support from the Disruption Fund.

The criteria used to allocate your application to a band are:

1. the extent of the disruption caused;
2. how essential the disrupted activity is to the completion of your doctorate;
3. that any reasonable modifications and adjustments have been attempted and a compelling explanation given about why those adjustments were not wholly successful;
4. being in a UKRI priority group for support (disabled and/or neurodivergent students and/or students with a long-term illness who have encountered additional barriers to completion due to the pandemic and/or those with caring responsibilities);
5. the disruption to the activity was directly caused by the pandemic, is out of the control of supervisors and students, and is not due to any other causes for delay.

Disrupting factors relating to the pandemic can include:

* physical or mental wellbeing;
* additional caring responsibilities as a result of the pandemic;
* loss of access to essential resources/facilities, for example, labs, archives, fieldwork locations, participant recruitment;
* absence of a supervisor due to Covid-19 related disruption.

Factors that will **not** be considered relevant to the application include:

* the general difficulties of working remotely;
* the general social and emotional impact of having to work differently and without the usual support of colleagues.

## Section 3: What you need to do

Please complete Sections 4 and 5 of this application form, after discussing it with your supervisor, and then send it to your supervisor who will be required to complete Section 6.

The completed form must be sent to ridisruptionfund@surrey.ac.uk to be considered.

There will be two times throughout this year when applications can be considered. You can apply to either the May panel or the July panel regardless of your funding/registration end date as long as your funding/registration end date is on or before 30th September 2021 and you meet the eligibility criteria for Disruption Fund 2.

The deadlines for submission of an application to each panel are:

* 4th May 2021 (most outcomes will be communicated by 26th May 2021 and all outcomes will be communicated by 11th June 2021).
* 5th July 2021 (all outcomes will be communicated by 28th July 2021).

**Please note that if you have a Student Visa and you are granted an extension, you will also need to make an application to extend your visa and the University will support you to do this. See further advice** [**here**](https://research.surrey.ac.uk/useful-documents) **under International postgraduate research students.**

## Section 4: Student personal and funding details

|  |  |
| --- | --- |
| **Name:** |  |
| **University Registration Number (URN):** |  |
| **Email address:** |  |
| **Mode of study:** | Full-time[ ]  | Part-time [ ]  |
| **What are you applying for? (Please tick relevant box)** | Extension to funding package provided by UKRI[ ]  |
| Extension to funding package provided by University of Surrey, this includes sponsor funding paid through the University[ ]  |
| Extension to registration without additional fees[ ]  |
| **Start date on doctorate (month and year):** | Click or tap to enter a date. |
| **Registration end date (month and year):** | Click or tap to enter a date. |
| **Funding end date (month and year):**  | Click or tap to enter a date. |
| **Period of Extension being requested (up to 3 months, or up to 6 months in exceptional circumstances):** |   |
| **Do you consent to us accessing your demographic data, including protected characteristics, so that we can conduct an equal opportunities analysis?**  | Yes [ ] No [ ]  |

## Section 5: Case for funding/registration extension

|  |  |
| --- | --- |
| Have changes to your original project plan been considered with your supervisors? | Yes [ ] No [ ]  |
| If you have answered ‘no’ to the above, please explain why not.  |  |
| If you have answered ‘yes’ to the above, please summarise the outcome of that discussion, for example, what alternatives were considered and why were they not suitable? |  |

In the table below, please list all the tasks and activities that have been delayed by the pandemic which are **essential** to the completion of your doctorate. State how long the task should have taken, what steps you took to address the disruption, and how long it will now take to complete the task. Please also state what disrupting factors affected the completion of the task, for example:

* physical or mental well-being;
* additional caring responsibilities as a result of the pandemic;
* loss of access to essential resources/facilities, for example, labs, archives, fieldwork locations, participant recruitment;
* absence of a supervisor due to Covid-19 related disruption;
* disabled and/or neurodivergent students and/or students with a long-term illness who have encountered additional barriers to completion due to the pandemic.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of task/activity | Time originally planned for task | Factors that affected completion of the task | Steps taken to mitigate disruption  | Additional time required to complete task  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| Please insert additional rows as needed. |

|  |
| --- |
| **Please use this space to provide any additional information that you think it would be helpful for the panel to know.**  |
|  |

|  |  |
| --- | --- |
| **Signature of Student:** |  |
| **Date:** |  |

## Section 6: Supervisor supporting statement

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| **The supervisor is also asked to provide a supporting statement below.** **Please cover whether the tasks and activities that your student lists in Section 4 are critical to meeting the threshold requirements for a doctorate (i.e. originality of a quality to satisfy peer review; systematic understanding of a body of knowledge at the forefront of the discipline; conceptualise, design and implement a research project; understand the techniques of advanced academic enquiry).**  |
|  |
| **Supervisor(s) name and email contact:**  |  |
| **Signature of Supervisor:**  |  |
| **Date:** |  |