



University of
St Andrews

Applying to the postgraduate research fieldwork bursary fund

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Purpose	This guidance gives an overview of the Fieldwork Bursary Fund, outlines the eligibility criteria of the Bursary Fund and how students can apply for a fieldwork bursary.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Changes to Associate Provost titles	Approved	Emily Feamster, Academic Policy Officer, Principal's Office	03/08/2021

UNIVERSITY OF ST ANDREWS

GUIDANCE ON APPLYING TO THE POSTGRADUATE RESEARCH FIELDWORK BURSARY FUND

Overview

The Fieldwork Bursary Fund assists with costs directly connected with research carried out 'in the field' by registered, full-time postgraduate research students. Applications are reviewed and allocations are determined by the Associate Provost Education. Allocated funds are provided to successful applicants through a one-time bursary.

Value

Students may apply for up to £500 per academic year. Any request for funds must be supported by an itemised list of expected expenses; applications should align with the [University Expense Policy](#).

Eligibility

- Applicants must be registered, full-time St Andrews postgraduate research students (part-time applications may be approved at the discretion of the Associate Provost Education).
- Applicants may only apply to the Fieldwork Bursary Fund twice, but applicants who have not received the funding before will be given preference.
- Preference may be given to students who are unable to access alternative funds for fieldwork support from their funding body or school
- Applicants whose research involved human participation must have received research ethics approval for their proposed research.
- Students must also complete a risk assessment prior to going on fieldwork.
- Retrospective applications are not permitted.
- No monies can be guaranteed to any applicant.

Eligible Expenses

The fieldwork fund is intended to offset additional costs incurred by students due to the need to conduct research outside of St Andrews. It is not meant to cover costs that would be accrued regardless of fieldwork status (e.g. books, conference costs, subsistence costs, tuition fees, other equipment and/or services considered a normal student expense).

Eligible expenses include:

- Student travel and/or accommodation costs necessary for the research
- Incentive payments or token gifts to research participants
- Materials, supplies or other services essential to the research

How to apply

Students must first submit a [Fieldwork Application](#) to the Associate Provost Education. When fieldwork has been approved by the Associate Provost Education, students can apply for a fieldwork bursary online, via the Fund Management system. Students will be sent a link to the online application form. Applications for fieldwork bursaries will be considered on a quarterly basis; application deadlines are 30 March, 30 June, 30 September and 30 December.

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