
Heads of Departments

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Dear Head of Department

DOCTORAL TRAINING GRANTS – OVERSEAS FIELDWORK COSTS

1. Quota Research Studentships

Funding for STFC research studentships allocated to departments from the 2007 quota studentship exercise will be paid to departments through doctoral training grants (DTGs).

Departments were given an estimated value for their DTGs in the quota feedback letters sent to them on 12 February 2008. These estimated values did not include any funding contribution to overseas fieldwork costs.

Formal DTG announcements will be sent to departments in late July/early August and will include a specific allocation for overseas fieldwork costs. The funds will be for use on overseas fieldwork trips for STFC students who take up their studentship in the 2008 and 2009 academic years.

The amount of funds for allocation will be based on an average unit cost per student in the broad areas of Particle and Nuclear Physics Theory (PNPT), Particle and Nuclear Physics Experiment (PNPE) and Astronomy. The unit cost will be derived from STFC records of spend on all elements of studentships' overseas fieldwork (travel, subsistence and medical insurance) in these areas in the last financial year. The relevant unit costs will be multiplied by the number of quota students allocated to the department for take up in 2008 and 2009 academic years to provide the departmental budget for overseas fieldwork. This amount will be included in the DTG announced funds. It will be the responsibility of the department to manage overseas fieldwork funds in line with the university's rules on travel and subsistence allowances.

Departments will be required to provide details of expenditure on overseas fieldwork costs in the final expenditure statements (FES) submitted at the end of the DTG and will be reimbursed for actual costs incurred. It will not be allowable to use overseas fieldwork funds for any other aspect of studentship support.

2. CASE Studentships

CASE studentships awarded to departments from the 2007/08 CASE competition will also be paid to university departments through CASE doctoral training grants. CASE DTGs will include additional funds for students' overseas fieldwork costs. Overseas fieldwork funds will be calculated on the same unit cost basis as that used for quota studentships.

3. Long Term Attachments (LTAs)


A number of STFC research students undertake an extended period (120 days or longer) of overseas fieldwork at specific overseas sites or facilities (CERN, DESY, Fermilab and SLAC). These are known as long term attachments (LTAs). Further funds over and above the overseas fieldwork amounts, costed into departmental DTGs will be available to departments toward the costs of studentship LTAs.

Funds for LTAs will be based on the specified allowances currently in use for each site/facility. STFC will continue with the present arrangements for direct reimbursement to CERN and DESY of students rental costs at those sites.

Departments will be required to apply to STFC studentships section by 31 December 2008 with an estimate of the LTA funds they will require for students who will start PhDs in the 2008 academic year. Departments will be notified of the approved level of LTA funds for 2008 studentships and will be required to submit quarterly claims for reimbursement of costs incurred. Funds due will be paid with the next quarterly payment of the DTG to the University. It will be the responsibility of the Department/University to manage the allocation and reimbursement of these funds to students and suppliers of services in line with the University's travel and procurement regulations. Detailed guidance on the new arrangements for provision of LTA funds for DTG funded studentships will be circulated to all departments and site/facility UK Liaison Officers shortly and will also be published on the postgraduate training news page of the STFC website.

Any queries arising from this letter should be sent initially to studentships@stfc.ac.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P A Fry', written in a cursive style.

Mrs P A Fry
Head of Education, Training and Careers