

Studentship Research and Training Support Grant (RTSG) and Consumables Guidance

Many studentship awards come with some extra support towards the PhD research costs. These funds may be in the form of a Research Training Support Grant (RTSG) or consumables budget. The details of your funding will have been included on your University of Surrey funding offer letter.

Research Training Support Grant (RTSG):

RTSG is available to pay for expenses which the student/supervisor/department deem to be in direct support of the student's research, training needs and/or professional development.

The values of RTSG, and what items are eligible for claiming on RTSG grants, differ depending on a variety of factors such as the funder or the specific studentship grant the student is on. For example, if a Postgraduate Researcher (PGR) is UKRI funded then the Research Council and/or Doctoral Training Partnership (DTP) will stipulate what can or cannot be purchased against RTSG and how to make claims. If you are Research Council funded, please get in touch with your designated point of contact as this guidance document does not cover the UKRI/Research Council specific RTSG regulations. If you are self-funded the amount available is stated on the school RTSG guidance and form.

For those that are internally funded, i.e. Faculty or Doctoral College Funded:

- Please discuss with your supervisor how best to use this allowance. The budget is managed by you and your supervision team.
- RTSG is available for the duration for your funding period (usually 36 months full-time, 72 months part-time) and not your registration period.
- RTSG is often on a per annum basis and is pro-rated for part-time PGRs.
- All PGRs will be given a cost code, if you do not know your cost code then please email studentships@surrey.ac.uk. This code will remain the same for the duration of your funding period, unless studentships@surrey.ac.uk inform you otherwise. The cost code will cover both RTSG and consumables.
- PGRs can carry over any unspent budget into the next academic year and, should they wish to do so, bring forward a sum.
- You will need prior permission from your supervisory team and the Postgraduate Research Director (PGRD) before making any purchases or claims.

Indicative examples of what can be claimed:

- Fieldwork expenses
- UK, EU and overseas conferences and summer schools
- Attending research methods training events
- Conference/training attendance
- Survey costs (for example: printing, stationery, telephone calls)
- Small items of equipment (for example: cameras, recorders, films)
- Books and other reading material not available through libraries
- IT equipment may only be purchased where the individual does not have existing equipment that can be utilised.

- All equipment purchases must be agreed in advance with the supervisory team and PGRD. Purchases will not be approved within the last 6 months of the end of a funding or programme.

Consumables:

Some studentships may also have funding for consumables. This funding is available to cover directly incurred costs required to carry out the PhD project such as specialist resources. All expenses should be directly relevant to the PhD project's research outputs and must follow the University expenses policy.

For those that are internally funded, i.e., Faculty or Doctoral College Funded:

- Please discuss with your supervisor how best to use this allowance.
- You will need prior permission from your supervisor team before making any purchases or claims against your funds.

Examples of allowable expenses include:

- Research materials required for the PhD project (i.e., reagents, chemicals, plasticware etc.)
- Books/journals relevant to the research project
- Computing/software and equipment resources essential to the PhD specifically
- Travel for data collection (see link below)

Process for Purchasing:

The process on how to claim or make purchases against your budget code will vary across the faculties and departments, we would therefore encourage you to contact your department or centre administrator in the first instance. You will need authorisation or prior approval from your supervisory team to make purchases against your budget code.

Please see the [Faculty PGR Handbooks](#) for more information.

IT purchases:

For any IT equipment purchases, you must contact the IT department in the first instance.

Travel:

Information and policies on domestic and international travel and accommodation bookings can be found here: <https://surreynet.surrey.ac.uk/staff-services/business-travel/booking-travel-accommodation>.

Bank Details:

A bank details form should have been completed and returned to Studentship Finance (studentships@surrey.ac.uk) before registration. If your bank details change, or you change bank, please inform Finance Support (financesupport@surrey.ac.uk) and they will be able to change your record for you.

Budget Tracking:

We would strongly encourage you to keep a track of your own budgets, however, should you need on the remaining funds available to you please email studentships@surrey.ac.uk. Please allow them at least 5 working days to return your email and send you a summary.