



# Pathway Training Fund (PTF)

## Guidance

### 1. Introduction

The Scottish Graduate School of Social Science (SGSSS) is committed to providing high quality training in research methods, graduate attributes and transferable skills to our postgraduate students. We do this in the following ways:

Stream	Training Element
<b>Advanced Methods</b>	Advanced Training: 12 sessions held monthly across Scotland informed by TNA results
	Summer School: 3 days of advanced training with multiple sessions for students to choose from
	Spring into Methods: Interdisciplinary workshops run in partnership with SGSAH
<b>Disciplinary Training</b>	Pathway Training Fund (PTF): Funding provided for training gaps identified by pathways/subject areas
	Hub Festival: 2 day event that brings 'Hubs' of pathways and subject areas together to consider the role of social sciences

The Pathway Training Fund (PTF) is designed to support the delivery of advanced and specialist disciplinary training for PhD students across Scotland.

Pathways and/or colleagues are asked to make an argument that their event offers something new and useful. This is evaluated as new and useful if the training is advanced compared to the core training received at Masters level, both in terms of research methods and substantive content.

### *Covid-19 disruption*

Due to the uncertainty around face-to-face training, for the next PTF round, we are seeking training that is delivered online. Rather than providing funding to cover catering, travel etc., we will look to pay for costs associated with online events, e.g. an online facilitator fee; the digitisation of training materials or the fee for PhD students to deliver an online session (preferably recorded).

## 2. Types of Training

### *New training*

We warmly welcome proposals for new training that has not been delivered within pathways before while also continuing our support for regularly-run pathway events that are well received by students. We welcome innovative/cutting edge training and encourage event proposers to have a discussion with us prior to submitting applications for such new events.

### *Cross-pathway proposals*

We especially encourage pathways to put forward cross-pathway event proposals, jointly conceived events that will meet the needs of students across a number of SGSSS pathways or Hubs. This enables the community-building effect that students often value to be spread beyond their own pathway and discipline. Many methods topics will also be attractive to multiple pathways and running events across pathways will reduce duplication as well as giving students from different pathways the chance to learn from one another. We also welcome events proposed jointly by pathways that explicitly address the equality and diversity agenda to support students in their studies.

### *Online learning (see "Covid-19 disruption" above)*

We are committed to developing online learning resources for all our students and invite event proposers to consider how their event might be suitable as a contribution to this. In some instances, it might be possible to film or record presentations on the day of the event. Alternatively, it might be possible for the event speaker to create a short podcast of particular aspects of the training for us to make more widely available, alongside associated learning materials. We realise that it will not always be possible to incorporate an online learning dimension to the event, however we strongly support attempts to do this as part of our commitment to provide training opportunities and resources accessible to all Social Science PhD students in Scotland.

## 3. Eligibility

### *HEIs not currently in the DTP*

We welcome proposals from our four partner HEIs who currently are not involved in pathways. This extends to colleagues in institutions within the DTP but whose specific discipline is not eligible to hold studentships (for example, Anthropologists working at Glasgow). If a proposal comes from an institution who does not have a Pathway Rep or Convenor, then the relevant [Hub Lead](#) should be contacted instead.

All events should be available to 1+3 and +3 students or equivalent (for example, non ESRC funded students should be fully included).

### *Student-led proposals*

We welcome student-led proposals and have a separate competition for this purpose (Student-led Training Fund), which runs to similar deadlines as the PTF. Please refer to the SGSSS [website](#) for guidance. We want to offer training that will meet the advanced training needs of our students in Scotland and are very happy to work with students towards that goal.

### *How much can be applied for?*

The overall fund is £20,000 per year, which is split across our three [Hubs](#). We anticipate that we can offer up to that for the full 6 years for which the DTP has been funded. The typical maximum amount that can be applied for per training event will be £2,500.

On the PTF application form, we require a breakdown of how the requested funds will be used. Student travel should be budgeted for (see note below – *Event size and Expenses*) and note that ESRC funded students should use their RTSG to attend.

For events that actively involve more than one pathway in the planning and delivery of the event, aim to attract students from a range of disciplines, and are two days or longer, the maximum funding limit has been raised to £3,500. These applications will need to detail the pathways involved (still with one lead Pathway and one lead institution for administration purposes) and how pathways are working together to organise the event. Please contact us in advance if you are considering an application of this type.

Potential room hire costs are expected to be waived by the hosting HEI.

### *What activity will be supported?*

The PTF will support disciplinary advanced training, cross-disciplinary training, transferable skills/KE/public engagement training and events that explicitly engage with the equality and diversity agenda in social science research.

There is no cap on the number of applications that can be submitted by a pathway although a high quality threshold will be applied to all requests. Funds will be allocated to quality PTF proposals that meet the terms of funding described in this guidance.

We are unable to pay tenured scholars at Scottish universities for their time. This time is understood to be part of their existing workload and part of the partnership agreement between universities and the DTP.

### *Event Size and Travel Expenses*

To support participation for all, regardless of location and circumstance, SGSSS supports travel expenses (in line with our [expenses policy](#)) for students that are required to travel 30 miles to attend an event. For capacity reasons, we are only able to support expenses for events up to a maximum of 40 students (with the expectation that only a proportion of those will be claiming expenses), unless it can be demonstrated that other bursaries are available to support attendance.

## **4. How to you apply and how will the process be managed?**

Any Pathway Reps/colleagues wishing submit a PTF application should do so using the [FORM](#) on the SGSSS Social platform and are encouraged to discuss their proposal with the Pathway Convenor. Colleagues from non-DTP institutions can contact their Hub lead for advice or guidance. For full details on which pathways fall under each Hub, please visit our website [here](#).

Applications will be checked by the SGSSS Manager and Assistant Director periodically and may contact applicants for further information. Once the deadline has passed, all applications will be collated and

submitted to the Hub Leads for review.

To facilitate coordination of all pathway training contributions, the timeline of the PTF links to the timing of Hub summer training meetings for events taking place between September 2021 and August 2022. Hub Leads will provide details of specific timelines and deadlines in line with their meeting dates.

## Please use the notes below to help guide you through the PTF process

Timeline	Up to June 2021
	<b>Directorate and Hub Leads prepare the PTF competition</b>
	June Pathway Convenors Group Competition formally launched, promotion via Twitter, email and HEI admin updates
	July Pathway applications discussed during summer training meetings
	30 July 2021 Deadline for applications
	Mid-August Panel to review applications convenes
	End August/September Award letters issued, event proforma and POs created

1. Applications are reviewed at Hub level with recommendations for approval made to the Deputy Director of Training. This process is completed within three weeks of the application deadline.
2. Successful applicants are expected to write up a description of the event, if possible including the preliminary programme which can be advertised to students. The students will want to know what they sign up for!
3. SGSSS can set up a registration process for each approved event to allow for attendance booking, monitoring and data collection. If you prefer to run your own registration, **we must receive details of attendees, including their HEI, year and funding status to collate the data we require for these funds.** We will also publicise the event through our website, social media, GradHub mailing lists and external channels, as appropriate to the event and in collaboration with the event organiser who is also expected to undertake active dissemination of their event through their networks. Due to a high number of no-shows and late cancellations, we routinely release more tickets than places.
4. Event proposer runs the event, reimburses participants including students' travel costs, if applicable, (note ESRC students should use RTSG) and covers any local costs. **The SGSSS can only receive one invoice from one institution for the event.**
5. Event proposer submits a list of attendees within two weeks of the event – this can be a scan of the sign-in sheet or similar.
6. Event proposer submits a post-event evaluation form and an invoice for the SGSSS contribution as per the agreed limits on the Award letter. Please quote the Purchase Order number on the invoice, which will be advised within the Award letter, to help us track our events. **SGSSS must receive a valid invoice within 2 months of the event date, as we will not be in a position to reimburse funds after this. Please note, invoices cannot be processed without an event evaluation.**

If you have any queries about the above guidance, or wish to discuss a planned event, please email the team at [team@sgsss.ac.uk](mailto:team@sgsss.ac.uk).

## 5. Examples of events suitable for PTF

The PTF is available to offer advanced training that speaks directly to the needs of students in a disciplinary field. This may include advanced methods. It should not cover anything that would feature as core training: either in terms of methods or in terms of disciplinary or substantive content.

Events that are of interest to students from pathways could be offered through the Hub Festival or through the Summer School and we are keen to hear your ideas on such events, e.g. NVivo; Media Training; How to Publish; Pathways to Impact.

Below are three broad types of events to help colleagues gain clarity on what makes a suitable PTF event. Included is also an example budget (page 6).

### Event 1

Education: Society and Welfare Hub

Educational Reform in Scotland. An event co-hosted by practitioners and academics, with a keynote from the Scottish Minister for Education or senior Scottish Government official. A series of sessions within this day-long event will focus on substantive changes to the policy field in the last 2 years, and consider the grand challenges facing Scottish Education over the next period.

1 day, Education pathway only max budget £2,500

### Event 2

Psychology: Economies, Mind and Technologies Hub

Advanced Training in MatLAB: As one of the few disciplines to use this software, the training will be open to all psychology PGRs though other students may attend if they intend to use the software. The training will draw strongly on data and emergent knowledge around Artificial Intelligence and will be run in conjunction with the new CDT based at the University of Glasgow

2 days, Psychology pathway predominantly, max budget £2,500

### Event 3

Politics: People and Place Hub

Emerging from the Field: This training is focused on several aspects of returning from intensive or overseas field work. It is ideal for students who have researched in overseas locations where they used a language other than English, where they have spent more than 3 months 'away' and particularly where research has taken place in a conflict zone. The training is available to any student who qualifies and as well as Politics and International Relations students this may attract Social Anthropologists, Geographers and those in Language-Based Area Studies. The training will take place over 3 days and will include sessions on writing up ethnographic data; building resilience through writing; managing difficult emotions; Using Bourdieu's notions of habitus to acclimatise home.

3 days, genuinely inclusive of multiple pathways, max budget £3,500

### Example Budget

This example budget is indicative of how funds could be spent and should not be considered as a mandate. Footnotes have been used to explore the parameters of what we would normally expect. Do

reach out to [team@sgsss.ac.uk](mailto:team@sgsss.ac.uk) if you have any questions about the following, or if you would like to discuss an exceptional format.

1. Cost of Venue Hire<sup>1</sup> - £300

Hire for 2 days of conference suite in a major urban library and with direct access to their archive.

2. Catering - £450

Includes lunch, morning and afternoon coffees and water for 2 days for 30 students (cost £15 per student).

3. Academic Leads - £250

- Three course hosts are based at Scottish HEIs and their time is given as part of the SGSSS Memorandum of Understanding as a full partner.
- One host is travelling from the University of Sheffield to offer additional expertise and widen networks - includes travel using public transport and two nights in a hotel.

4. Student Accommodation - £1,000

Assumed that only 20 will require accommodation, and will start the first day at 10:30 to allow travel on that day, so just one night required. Have negotiated a £50 per person deal at local budget chain hotel.

5. Student Travel - £500<sup>2</sup>

Assumed that only 20 students will travel more than 30 miles at an average round trip cost of £25 per person. We ask SGSSS to process the travel expenses.

Total Budget sought: £2,500

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<sup>1</sup> To keep costs manageable, we would normally expect events to be hosted on HEI premises, and to have free room use. Where a case can be made to travel somewhere outside of a host HEI (for example a course on Curating in Economic and Social History based at a major Library with room hire costs), then include the venue costs here.

<sup>2</sup> Travel and accommodation expenses can be incurred by any student travelling more than 30 miles from their home institution. ESRC award students should always use their RTSG. The expected spend for travel and accommodation should be included in the budget regardless of whether payments are processed locally or by SGSSS. If SGSSS are processing the payments, then the invoice delivered to us after the event should not ask for this money.