

ESRC Funded Students

How to apply for RTSG

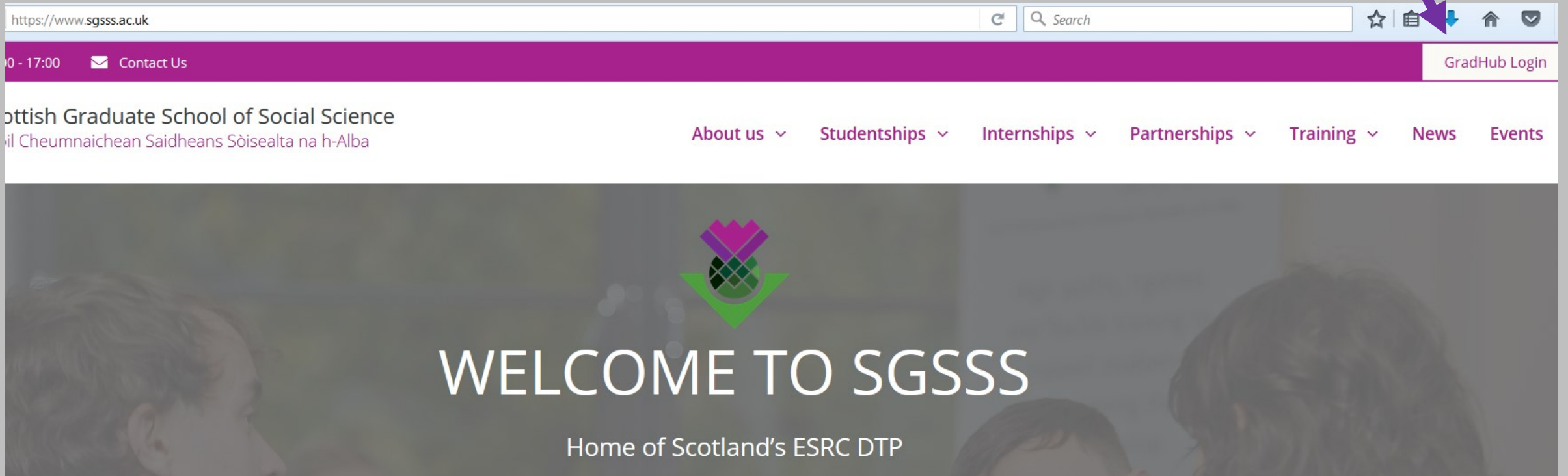
Summary of Process for Students

1. Log into Grad Hub.
2. Download RTSG application form (see guidance below).
3. Complete the form and arrange for your supervisor to approve and sign the application (digital signature can be provided).
4. Upload the completed RTSG application form to your GradHub site. (see guidance below).
5. PGR Student Office will review and approve the claim or email you with queries.

SGSSS approval will be sought for larger spends.
6. PGR Student Office will approve your spend and email you with confirmation.
7. In order to claim funds, student completes and email the Expenses Form along with all copies of receipts.
8. PGR Student Office will then arrange a bank transfer of the funds to the student.

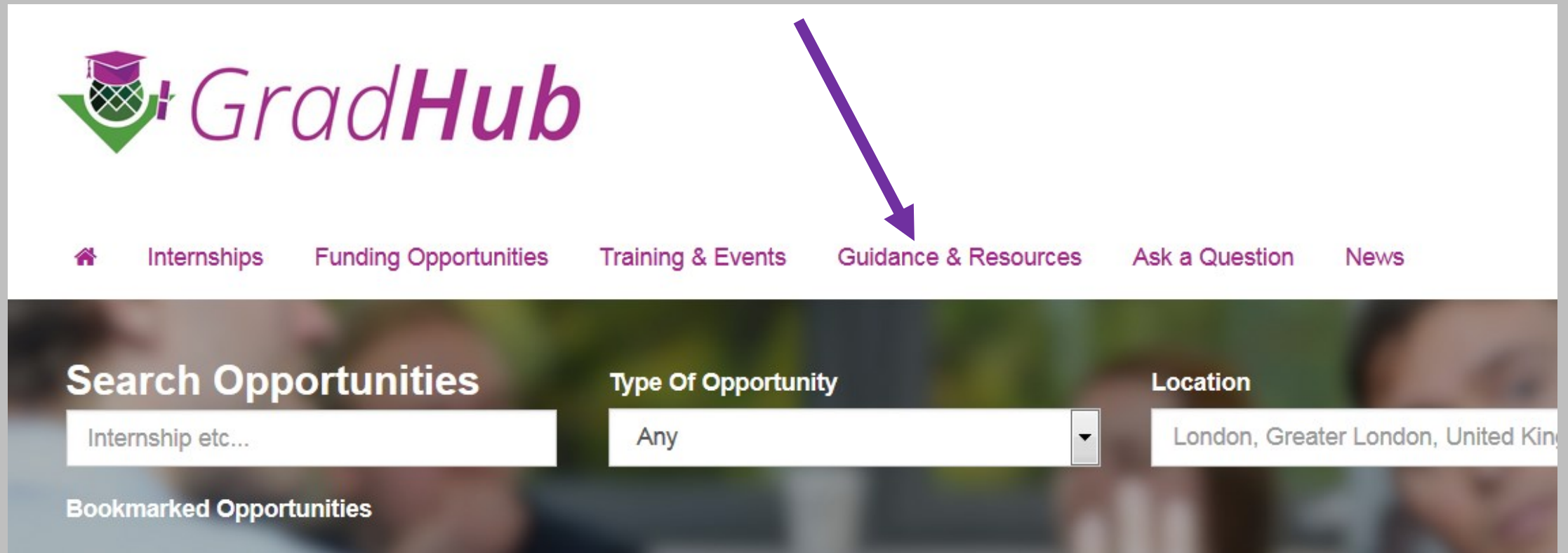
Downloading and completing the RTSG application form

1. Go to www.sgsss.ac.uk and click into GradHub Login




The screenshot shows a web browser window with the URL <https://www.sgsss.ac.uk>. The browser's address bar includes a search icon and a search input field. The website's header features a purple navigation bar with a 'Contact Us' link and a 'GradHub Login' button. Below the navigation bar, the website's name 'Scottish Graduate School of Social Science' and its Gaelic name 'Sgoil Cheumnaichean Saidheans Sòisealta na h-Alba' are displayed. A horizontal menu contains links for 'About us', 'Studentships', 'Internships', 'Partnerships', 'Training', 'News', and 'Events'. The main content area features a large banner with the SGSSS logo, the text 'WELCOME TO SGSSS', and the tagline 'Home of Scotland's ESRC DTP'. A purple arrow points from the top right of the image to the 'GradHub Login' button.

2. Click into Guidance & Resources



The image shows the top navigation bar of the GradHub website. The logo, featuring a graduation cap and a green leaf-like shape, is on the left. A purple arrow points from the top right towards the 'Guidance & Resources' menu item. Below the navigation bar is a search section with three input fields: 'Search Opportunities' (containing 'Internship etc...'), 'Type Of Opportunity' (a dropdown menu set to 'Any'), and 'Location' (containing 'London, Greater London, United Kingdom'). Below the search fields is a section titled 'Bookmarked Opportunities'.

 **GradHub**

[Home](#) [Internships](#) [Funding Opportunities](#) [Training & Events](#) [Guidance & Resources](#) [Ask a Question](#) [News](#)

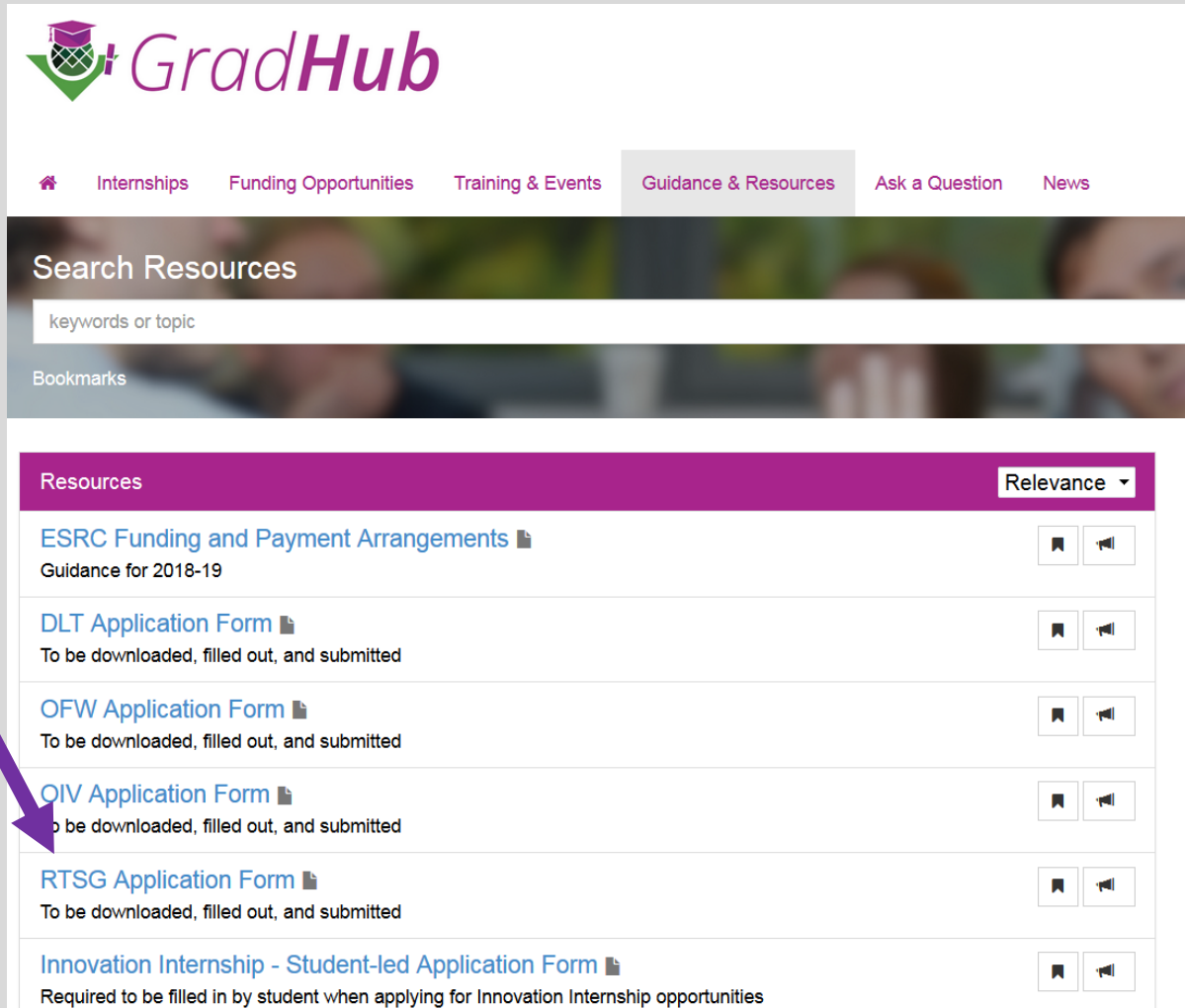
Search Opportunities
Internship etc...

Type Of Opportunity
Any



















Location
London, Greater London, United Kingdom

Bookmarked Opportunities

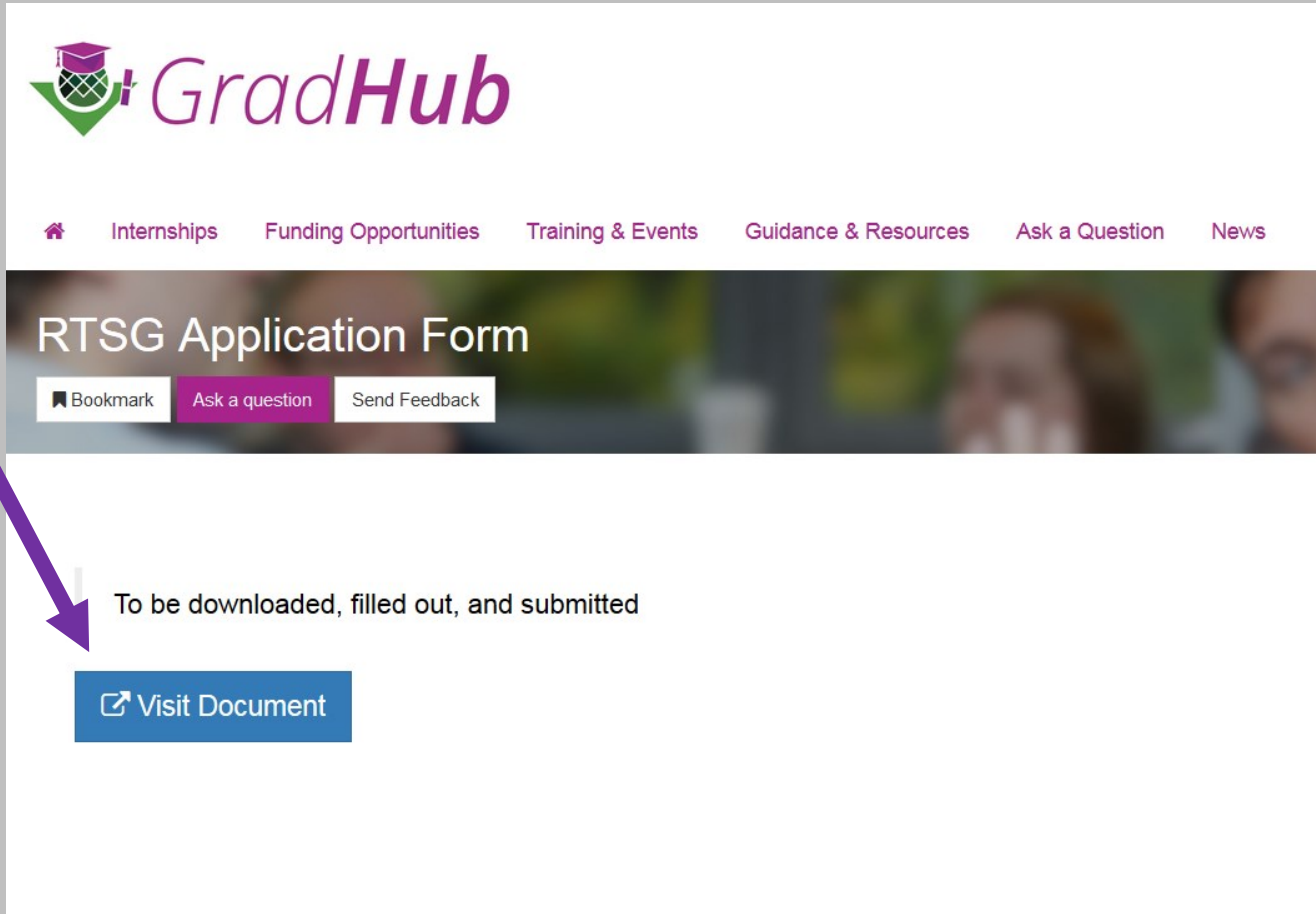
3. Click on RTSG Application Form




The screenshot shows the GradHub website interface. At the top left is the GradHub logo, which includes a purple graduation cap icon and the text "GradHub". Below the logo is a navigation menu with the following items: Home, Internships, Funding Opportunities, Training & Events, Guidance & Resources (highlighted), Ask a Question, and News. Below the navigation menu is a "Search Resources" section with a search input field containing the placeholder text "keywords or topic". Underneath the search bar is a "Bookmarks" section. The main content area is titled "Resources" and features a purple header bar with the word "Resources" on the left and a "Relevance" dropdown menu on the right. Below the header bar is a list of resource cards. Each card contains a title, a subtitle, and two icons (a bookmark icon and a document icon). A purple arrow points to the "RTSG Application Form" card.

Resources	Relevance ▾
ESRC Funding and Payment Arrangements  Guidance for 2018-19	 
DLT Application Form  To be downloaded, filled out, and submitted	 
OFW Application Form  To be downloaded, filled out, and submitted	 
OIV Application Form  To be downloaded, filled out, and submitted	 
RTSG Application Form  To be downloaded, filled out, and submitted	 
Innovation Internship - Student-led Application Form  Required to be filled in by student when applying for Innovation Internship opportunities	 

3. Click on Visit Document



The screenshot shows the GradHub website header with the logo and navigation menu. The main content area features the title 'RTSG Application Form' and three buttons: 'Bookmark', 'Ask a question', and 'Send Feedback'. Below this, a vertical scroll indicator is visible, followed by the text 'To be downloaded, filled out, and submitted' and a blue button labeled 'Visit Document' with an external link icon. A purple arrow points from the left side of the image towards the 'Visit Document' button.

 **GradHub**

[Home](#) [Internships](#) [Funding Opportunities](#) [Training & Events](#) [Guidance & Resources](#) [Ask a Question](#) [News](#)

RTSG Application Form

[Bookmark](#) [Ask a question](#) [Send Feedback](#)

↓

To be downloaded, filled out, and submitted

[Visit Document](#)

4. Download and complete a copy of the RTSG application form

Research Training Support Grant (RTSG) Application Form



Application deadlines: 18th October 2018, 24th January and 16th May 2019

Students applying for RTSG can spend more than £750 in a given year, so long as the overall spend does not exceed the normal RTSG allowance of £2250 over a 3-year (£3000 for a 1+3) studentship award. Otherwise, SGSSS approval is required.

You are advised to keep a record of how much you have claimed from RTSG funding.

Students can apply for multiple training activities within the RTSG calls; they are not limited to one event, so long as, in total, these activities fall within the normal annual or studentship term spend.

NOTE: RTSG applications will be reviewed by the HEI Admin Lead in each institution to monitor individual student spend.

SECTION 1. APPLICANT DETAILS (to be completed by award holder)

Title: **Name:**

Studentship Award: 1+3 +3 Other:

5. Note that SGSSS will only fund the difference in cost between UK prices and overseas price for meal subsistence.

Total:		£ 0.00
Meal subsistence		
Please refer to the following website to identify the "Consumer Prices" percentage difference between your institution's city and your destination. Enter the percentage in the box provided.		% Difference
SGSSS will only fund the difference in cost between the UK prices and the overseas price.		<input type="text"/>
Dates (dd/mm/yy)	Subsistence type	Cost (£)

6. Arrange for your supervisor to approve the RTSG spend and sign the document (supervisor's electronic signature is required)

I confirm the details of the RTSG application completed by the award holder are accurate. I will undertake to inform SGSSS if the RTSG is cancelled or curtailed. (tick to confirm)

Please print your name, date, and attach a digitised signature below to endorse this application:


Name:

Date:

Signed:

Uploading the completed application to your GradHub site

1. Log into your GradHub site, click into Funding Opportunities and Research Training Support Grant link

 **GradHub**

[Home](#) [Internships](#) **[Funding Opportunities](#)** [Training & Events](#) [Guidance & Resources](#) [Ask a Question](#) [News](#)



Search funding opportunities



Type of funding opportunity:

Location:

Bookmarked funding opportunities

Recently Added Funding Opportunities

Innovation Internships - Student-led Call 
The Scottish Graduate School of Social Science invites current or recently completed PhD students to apply for 50% match funding for a 12 week PhD Internship with a business or industry partner. DEADLINE 1 NOVEMBER 2018, 5pm
 Online

Research Training Support Grant (RTSG) 
All students are eligible for RTSG. This funding source is available to support expenses such as UK fieldwork, attendance of UK and EU conferences and summer schools and other costs deemed to be in direct support of your research.
 Online

2. Click 'Get Involved' and 'Submit ESRC Training Fund Application – University of Edinburgh'

Bookmark Funding Opportunity

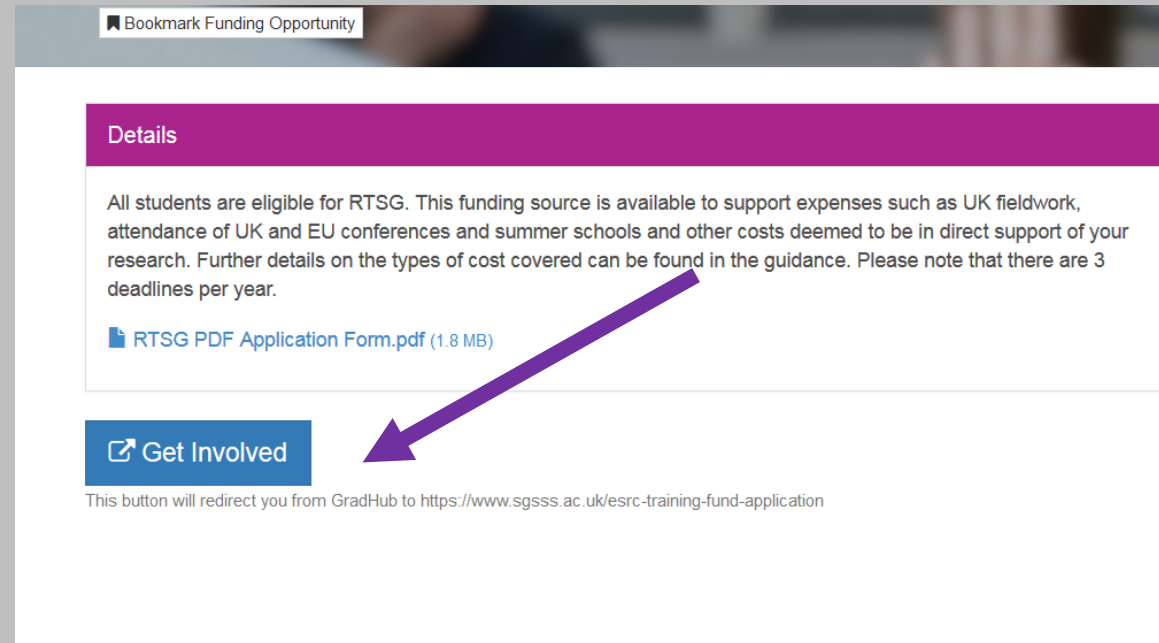
Details

All students are eligible for RTSG. This funding source is available to support expenses such as UK fieldwork, attendance of UK and EU conferences and summer schools and other costs deemed to be in direct support of your research. Further details on the types of cost covered can be found in the guidance. Please note that there are 3 deadlines per year.

[RTSG PDF Application Form.pdf \(1.8 MB\)](#)

[Get Involved](#)

This button will redirect you from GradHub to <https://www.sgsss.ac.uk/esrc-training-fund-application>



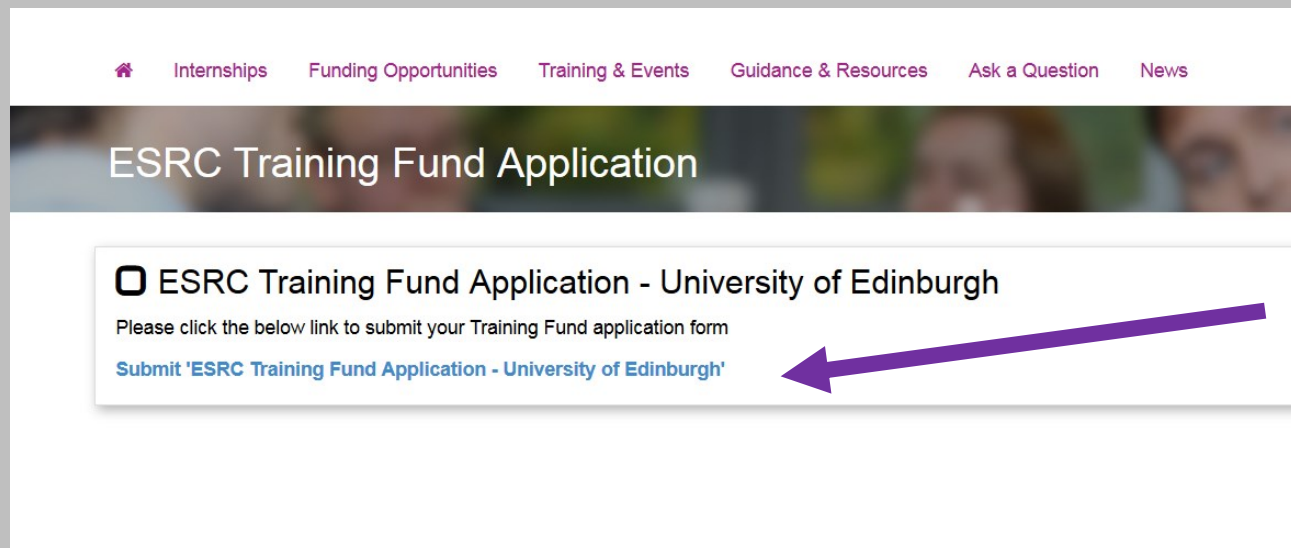
[Home](#) [Internships](#) [Funding Opportunities](#) [Training & Events](#) [Guidance & Resources](#) [Ask a Question](#) [News](#)

ESRC Training Fund Application



ESRC Training Fund Application - University of Edinburgh

Please click the below link to submit your Training Fund application form

[Submit 'ESRC Training Fund Application - University of Edinburgh'](#)



3. Complete the application form and upload a copy of your RTSG application and click the green 'Submit' button.



Scottish Graduate School
of Social Science
Sgoil Cheumnaichean Saidheans
Sàisealta na h-Alba


ESRC Training Fund Application - University of Edinburgh

Form for submitting Overseas International Visits (OIV), Overseas Fieldwork (OFW), Difficult Language Training (DLT), and Research Training Support Grant (RTSG) application forms.

Applicant Details

*** Name**
First Name Last Name

*** Funding Application Type**
 RTSG
 OIV
 OFW
 DLT

*** Training Fund Application PDF Upload** 
Upload file

Additional documents
Please upload any supporting documents that have been requested
Upload file

*** Total Estimated Claim**
Use the Grand Total field on your application form, less any supplementary funding received from external sources
£

Supervisor Details

*** Supervisor Name**
First Name Last Name

Next Steps

- If your spend is approved, you will be notified on GradHub but will also receive an email from the PGR Student Office confirming the approval with an RTSG Expenses form attached.
- In order to claim the funds, complete and email the RTSG Expenses form along with scanned copies of ALL relevant receipts to cahsspg.awards@ed.ac.uk
- The PGR Student Office will reimburse approved funds via bank transfer