

### PGR AND ECR TRAVEL FUND POLICY

1. **Purpose.** The School of Medicine is committed to supporting PGR students and ECR staff with the financial cost of lab visits, travel to conferences and training.
2. **Scope**
  - a. **Applies to:**
    - (1) PGR students
    - (2) ECR staff members
  - b. **Covers:**
    - (1) Activities associated with PGR study
    - (2) Activities associated with ECRs
  - c. **General criteria and exclusions**
    - (1) Only one application per PGR student/ECR staff member will be supported during any 12-month period.
    - (2) Discretionary spend associated with attendance at conferences is only permissible if the individual has had an abstract accepted for presentation (talk or poster) that they are the author or co-author of.
      - a. Applicants should seek other sources of funding, both within the University and externally and not rely solely on the school.
      - b. Funding awards may be made in conjunction with other awards providing the total funding does not exceed the full cost of the activity.
      - c. A 50% contribution from the supervisor will normally be expected.
      - d. Applications from PGR students are only permitted if the activity occurred / will occur while matriculated and the activity relates to work done wholly at St Andrews. Applications are not permitted from students on Leave of Absence (LoA).
      - e. Funding is never guaranteed, and travel or other costs incurred before agreement is secured are at the risk of the person making the booking.
      - f. Discretionary spend is not to be used to make up a funding shortfall due to poor planning.
      - g. No application will be considered without a supporting statement from your primary supervisor.
3. **Roles and Responsibilities**
  - a. **Students and supervisors / ECR and line manager**

The applicant should indicate and apply for funding as soon as possible to ensure that the application is considered in advance of any arrangements. For Conference attendance, an application can be submitted at the same time as the abstract is submitted. If approved the applicant can then start making the arrangements as soon as they have their abstract accepted.

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- (1) Registration, travel and accommodation should be booked as soon as the outcome(s) are known to take advantage of early bird offers and lower costs.
- (2) Follow all procedures outlined in this policy.
- (3) Costs incurred over and above those in the application form will not be reimbursed.

### b. Research Executive Group (REG)

- (1) Consider applications fairly and signal approval/ rejection of applications appropriately. Aim to give a response within 2-4 weeks where possible.
- (2) Ensure procedures are followed.

### c. Medicine Finance

Medicine Finance to code requests to gifts and endowed funds (e.g. Moses Madonick, Kozinn, Heller, Bute Fund) but please note that endowed gifts may have unique purposes and need to be allocated carefully.

## 4. Procedures

- (1) Applicants considering travel, conference attendance or lab visits should discuss with their supervisor/line manager in the first instance.
- (2) Complete the application form and submit to the Finance Officer with supervisor/line manager approval and confirmation of financial support.
- (3) The Finance Officer will review and suggest which source of funds should be used, before submitting to REG for approval. Within 1 week.
- (4) REG will discuss the application and advise the student and Finance Officer of the outcome. Finance Officer should also be advised of the applicant's school account to be charged if they are providing additional financial support.
- (5) Finance Officer records award approval/ rejection.
- (6) Applicant must provide report on the event undertaken for school newsletter/ endowed gift trustees. Applicant to speak to school administrator before the event.

## 5. Monitoring and Review

- a. This policy will be reviewed annually before the start of the academic year/ financial year or when significant organisational or legal changes occur.

## 6. Related Policies

- a. University travel and expenses policy [University Travel Policy](#) [Expenses Policy](#) These policies apply to all staff and students. The expenses policy also contains guidance on the use of Airbnb or similar accommodation.
- b. Please also read the following [University guidance](#) for travelling on University business and complete the Travel Tool if applicable. Failure to complete the Travel Tool when required will mean you are not covered by University insurance.

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c. By signing the Discretionary Award Form, you are declaring that you have read and agree to adhere to the university travel and expenses policies.

d. [PGR Agreement](#).

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<b>Consultees:</b>	Research Support Manager, Research Executive		
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