

### General Principles

As a SUPER DTP student your funding comes from the Natural Environment Research Council (NERC) and other sources such as your institution and any collaborating partners your project may have. NERC provide finances to the SUPER DTP that we allocate across the cohort of students for different purposes. The funding you have access to comprises of a Research Training Support Grant (RTSG) and a SUPER DTP Training Support Grant (TSG).

The RTSG (Table 1) is designated for use for any consumables or research related costs that might occur during your project (for example, if you need specific equipment or fieldwork travel expenses) and is available for you to use throughout your studies.

<b>Table 1 – Fees, stipend, and consumables RTSG breakdown</b>			
<b>Financial Year</b>	<b>Total Fees (3.5 years)</b>	<b>Total Stipend (3.5 Years)</b>	<b>Total RTSG 3.5 Years (in-house)</b>
2019-2020	£4,327	£15,009	£2,000
2020-2021	£4,399	£15,258	£2,000
2021-2022	£4,475	£15,524	£2,000
2022-2023	£2,279	£7,905	£1,375
<b>Totals</b>	<b>£15,480</b>	<b>£53,696</b>	<b>£7,375</b>

The TSG (Table 2) is held centrally by the SUPER DTP and can be called upon for training opportunities that may benefit members of the cohort. For example, a statistical analysis training course arranged or advertised through the SUPER DTP, or for PG Cert training courses. The cost of your attendance at the Annual Retreat and the Annual Science Meeting (ASM) are also covered under your TSG.

**Table 2** – The TSG is retained centrally by SUPER to cover training costs. A fixed budget is allocated towards the costs of PG Cert registration, the Graduate School Annual Retreat and ASM registration and attendance (in red). The student/supervisor can claim funds from SUPER to cover Internships, National and International Conferences, and T&S and course fees for PG Cert Courses. These funds are flexible and can be varied between budget lines, whereas the red budget lines are not flexible.

<b>Table 2 - TSG retained by SUPER and (in blue) reclaimed by HEIs</b>	
<b>Estimated training costs for 3.5 year studentship</b>	
<b>PG Cert</b>	<b>£1,700</b>
<b>Annual Retreat</b>	<b>£1,650</b>
<b>Annual Science Meeting</b>	<b>£1,200</b>
<b>Internship</b>	<b>£1,600</b>
<b>National Conference</b>	<b>£600</b>
<b>International Conference</b>	<b>£1,000</b>
<b>T&amp;S and course fees for PG Cert Courses</b>	<b>£1,200</b>
<b>Total</b>	<b>£8,950</b>

Q; How do I access my RTSG funds?

A; When you need to draw funds from your RTSG fund, speak to your supervisor directly and get their agreement on the costs involved. They will have provided you with a grant code and a method of claiming expenses specific to you and your institution which you can use to pay for consumables and research costs.

Q; What exactly does the TSG cover?

A; The centrally held TSG fund is dedicated to training and increasing your potential to find employment after you finish your PhD. You can claim funds from the SUPER DTP to cover opportunities such as internships, conferences, travel and subsistence (T&S) for PG Cert courses. You can claim this initially from your own institution and your supervisor/institution will then reclaim it annually in arrears from the SUPER DTP.

Q; Who keeps track of my budgets?

A; We highly recommend that students keep track of their own RTSG and TSG spending. This provides a good opportunity to learn how to track a research budget for future career opportunities, and also to ensure you don't spend all your money in your first few months! The SUPER DTP team will keep track of the centrally held TSG funds in order to ensure all students are getting a fair use of the funds and equal support.

Q; Do I have to pay for purchases up front and then claim them back?

A; In most cases, and especially for big purchases like equipment, your supervisor should provide a method of procurement that you can use alongside your grant code to make these purchases. You should not be expected to make large purchases with your own money even if you can reclaim the costs. There may be specific procurement processes that you have to use at your host institution and your supervisor should explain to you how and when you should use these processes. If you have any problems with procurement that are not being resolved internally at your host institutions please contact the SUPER DTP team ([superdtp@st-andrews.ac.uk](mailto:superdtp@st-andrews.ac.uk)) and we can attempt to find a solution with your supervisor.

Q; I've found a training opportunity I want to take part in - Is it okay to put myself forward for this and how would I pay for it?

A; The SUPER DTP is very supportive of students identifying their own training needs and seeking out opportunities to fulfil them. The first point of contact in this case would be your supervisor. Consider the value of the training opportunity versus the cost and discuss with them whether the opportunity is worth the time and the expense. Once you are both in agreement you can then in the first instance use your RTSG allocation to fund this activity. If the proposed training is beyond the scope of your RTSG contact the SUPER DTP team who will work with you to help to identify appropriate funds.

Q; Are there any other opportunities to access further funds, for example if I spend all my RTSG or if I want to attend something particularly expensive?

A; The SUPER DTP have no other funds to allocate to students if they and their supervisors spend all the studentship funds, hence why we highly recommend budget tracking and as far as possible, planning your training needs from the start of your studies. However, there may be other opportunities to gain additional funding through separate grants or fellowship opportunities, and you can speak to either your supervisor or the SUPER DTP team to get help and advice on how to apply for these.

Q; How do I add on acknowledgement for sponsors for my funding and when do I do so?

The SUPER DTP should be referenced in acknowledgement on all SUPER DTP students' publications, reports, websites, and stationary. The SUPER DTP logo (which can be downloaded from the SUPER website) should always be used in its entirety and should not be altered, cropped, or manipulated in any way. Acknowledgement of funding from the SUPER DTP and NERC should also be used when presenting or publicising work performed under a NERC SUPER DTP studentship. All SUPER DTP students are funded by NERC, and as such should include the logo as per the NERC guidelines. You can find the guidelines for this on their website at <https://nerc.ukri.org/about/enquiries/logos/>.

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If you are communicating about your work on social media please acknowledge the SUPER DTP and NERC where possible. For example, on Twitter the reference for the SUPER DTP is @SUPERDTP1 and for NERC is @NERCscience. In addition, it's a good idea to acknowledge your HEI and collaborators as applicable and where possible.