Funding for PGR Interdisciplinary Activities: Frequently Asked Questions

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The Application Process

What sort of activities can I organise?
The funding is intended to support interdisciplinary academic activities which bring together postgraduate researchers from different subject areas. Themes for activities should be wide enough to promote cross-disciplinary representation.

Examples of activities that may be supported include (not an exhaustive list):

- Themed forum
- Reading Groups
- Seminar Series
- Workshop(s)
- Networking meetings
- Conferences
- Short visits by scholars to Cardiff

Attendance at any event must be predominantly postgraduate researchers at Cardiff, although others may be invited to attend. Priority will be given to **new** initiatives. Funding will not be awarded to conferences and events that are already up and running.

How do I apply for the funding?
You can apply for funding via the application form that is downloadable from the University Graduate College website. Please submit the completed form via e-mail to UGC@Cardiff.ac.uk or fax (02920 870186) but we also require electronic signatures from two academic referees (one being your Director of Postgraduate Research Studies). If you are unable to get signatures from your referees, we are happy to accept an e-mail of support from them instead.

How much funding can I apply for?
You can apply for up to £1,000.

How often is funding made available?
A rolling deadline is operational.

Who do I name as an Academic referee?
This should be a member of Academic staff with whom you have discussed your project, who supports your project and who can be available for further guidance if required.

The form will also need to be signed by a Director of Postgraduate Research Studies from one of the applicants' home schools.

Do I need a co-applicant?
Yes, in order to be successful in your application you must have an active partner in the project who will be the co-applicant. The co-applicant should be based in a School/discipline other than your own as the overall aim of the scheme is to promote interdisciplinary research.

The scheme is about supporting the development of skills, one of which is collaboration, hence the requirement for a collaborative project rather than a single proposer.

What kinds of activities have been run in the past?
To see examples of previous years activities please visit
http://www.cardiff.ac.uk/ugc/training/interdisciplinaryfunding/pgrinitiatives/pg-funding.html

Can I apply for funding to attend a conference?
No. This funding is not for conference attendance. Any applications received for conference attendance will not be considered.

Can I involve another institution other than Cardiff?
Yes, other institutions outside Cardiff can be involved in the activity you have planned but the primary purpose of the scheme is to enhance the research environment at Cardiff and to support the skills development of Cardiff researchers. Therefore, you cannot name a co-applicant from outside Cardiff University.

How do I go about costing my application?
You should consider all aspects of the activity and obtain estimates for the elements (e.g. catering, printing, speaker travel etc.) The staff in the University Graduate College Office can help you to cost your application if required, and your Academic Referee should also be able to advise you. The panel is very aware of the normal costs of activities, so please do your research. Also, please ensure that the numbers add up.

As a general guide, consider whether you need any of the following:

- Publicity costs – printing, Welsh translation (see below), distribution
- Catering costs (note that it is the University's policy that hospitality is kept to a minimum and an 'Approved Supplier' is used)
- Transport and accommodation costs for any visiting speakers

- Consumables e.g. stationery
- Costs for simultaneous translation where those participating will be presenting in Welsh

Please note that funding cannot be used:

- to buy any items of equipment i.e. books, computers, laptops, cameras etc.
- to pay for the travel/accommodation costs of any participants. The only travel/accommodation costs that can be covered by this funding are those of guest speakers.

Details of University catering costs can be found at http://www.cardiff.ac.uk/catering/hospitality/hospitality.html this might be useful in determining catering costs. If you are intending to use an external venue or caterer you will need to check their costs in advance as they are usually higher.

Please visit http://www.cardiff.ac.uk/govrn/welshlanguageservice/index.html for details of the University's Welsh Translation Service. There is usually a minimum charge of £40 so make sure you get everything that needs translated done at the same time.

Is there anyone I can discuss my application with?
In addition to your Academic Referee, we recommend that you discuss your proposed application with University Graduate College staff before submitting. They can talk through your application with you and give you advice on how to strengthen your application. Contact us at UGC@Cardiff.ac.uk or 02920 879408.

Who decides which applications are successful?
Applications are considered by a selection panel which includes the Dean and Deputy Dean of the University Graduate College and Senior members of UGC staff.

When will I find out if my application was successful?
We will aim to notify you of the result within two weeks of the review meeting.. You will be notified of the result via e-mail.

Organising your Event

How do I get started?!
All successful applicants will be invited to meet with University Graduate College staff to discuss their proposed plans and will be given advice on how to get started.

You can book to use the University Graduate College meeting rooms in the Hadyn Ellis building for any planning meetings you might have with your organising committee. Please e-mail UGC@cf.ac.uk. Rooms are also available in the Graduate Centre for this purpose.

How do I receive the funding?
Please email UGC@cf.ac.uk confirming your event title and who the Internal Transfer Form should be sent to (i.e. name and e-mail address of your School's finance officer).

Is there a time scale when activities should take place?
Any planned activities must take place within one calendar year of receiving the award. If you are unable to implement your project within this time period, funding may be withdrawn. You will be required to provide interim reports on the progress of your activity. Templates for reports will be provided.

How can the University Graduate College assist with publicity?
Activities must be publicised under the aegis of the University Graduate College rather than via individual academic Schools. All publicity materials and events materials must state that the

project is funded by the 'University Graduate College'. You may also borrow the University Graduate College banner for your event.

There will be dedicated space on the University Graduate College website for information about your event. If you decide to set up your own web page we cannot offer you any support with this, but we will link through to your web page(s) from the University Graduate College website. Please note that the event pages should **not** be hosted within the website of an individual academic School.

The University Graduate College Office can also circulate publicity emails to relevant students/staff on request.

How do I add publicity to the University Noticeboard?
If you would like your event to be publicised on the University Noticeboard, please send a word document with your publicity text in English and Welsh. We will then submit your publicity for display on the University Noticeboard on your behalf. (Unfortunately only staff are allowed to submit notices.) Your School will also be able to do this on your behalf.

Does publicity have to be made available in Welsh also?
Yes. The University has adopted the principle in its Welsh Language Scheme that in the conduct of public business in Wales, Welsh and English will be treated on an equal basis. For that reason, all publicity materials relating to your project should be made available bilingually. Full details of the University's Welsh Language Policy and the Translation Service are available at http://www.cardiff.ac.uk/welshlanguageservice/index.html

Please note that translation of publicity materials must be paid for out of the grant or by one of the Schools involved.

How do I book rooms?
If you are a postgraduate research student you can use the excellent facilities in the Graduate Centre which are free to book http://www.cf.ac.uk/gradc/services/meetingrooms/index.html

Alternatively you can book one of the many pool rooms available around the campus via University Roombookings http://www.cardiff.ac.uk/estat/roombookings/index.html You may not be able to book these yourself but a member of support staff in your School should be able to do this on your behalf.

Can I apply for extra money if I go over budget?
No. Unfortunately we cannot issue any top-up funds. It is your responsibility to budget correctly to ensure that you do not find yourself short of money!

How much can we spend on catering?
Applicants are encouraged to use Cardiff University caterers, where possible.

Following the Project

What happens at the end of the project?
At the end of the project you will be expected to submit a written report and you must arrange to return unspent funds to the University Graduate College.

What needs to be included in the end of project report?
A template for the end of project report is available on the University Graduate College website. It outlines what information needs to be included.

How do I return unspent funds?
Please contact your finance department to request that an internal transfer form is produced and sent to us.

If I haven't used all the funding, can I use it for an additional event?
It may be possible for you to use any left over funding to run an additional event which ties in with your project and meets the same objectives. Please consult with the University Graduate College Office before organising any additional events to ensure that your plans meet with the requirements of the funding. You will need to include details of any additional events in the final report.

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Ariannu ar gyfer Gweithgareddau Rhyngddisgyblaethol Ymchwil Ôl-raddedig: Cwestiynau Cyffredin

Y Broses Ymgeisio
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Pa mor aml fydd arian ar gael?
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Y Broses Ymgeisio

Pa fath o weithgareddau alla' i eu trefnu?
Bwriad yr arian yw cefnogi gweithgareddau academaidd rhyngddisgyblaethol a fydd yn dod ag ymchwilwyr ôl-raddedig o wahanol feysydd pwnc at ei gilydd.Dylai themâu'r gweithgareddau fod yn ddigon eang i ddod â chynrychiolaeth o wahanol ddisgyblaethau at ei gilydd.

Ymhlith enghreifftiau o'r gweithgareddau y gellid eu cefnogi (nid rhestr gyflawn) mae:

- Fforymau â themâu
- Grwpiau Darllen
- Cyfresi seminar
- Gweithdai

- Cyfarfodydd rhwydweithio
- Cynadleddau
- Ymweliadau byr â Chaerdydd gan ysgolheigion

Dylai'r rhan fwyaf o'r bobl sy'n mynychu unrhyw ddigwyddiad fod yn ymchwilwyr myfyriwr ôl-raddedig yng Nghaerdydd, er gellir gwahodd eraill i fod yn bresennol. Rhoddir blaenoriaeth i fentrau **newydd.** Ni roddir arian ar gyfer cynadleddau a digwyddiadau sydd eisoes ar waith.

Sut ydw i'n gwneud cais am arian?
Gallwch wneud cais am arian drwy'r ffurflen gais y gellir ei llwytho i lawr o wefan Coleg Graddedigion y Brifysgol. Anfonwch y ffurflen wedi'i chwblhau drwy e-bost at UGC@Caerdydd.ac.uk neu ffacs (02920 870186) ond mae arnom angen llofnod electronig dau ganolwr academaidd hefyd (gydag un ohonynt yn Gyfarwyddwr eich Astudiaethau Ymchwil Ôl-raddedig). Os nad ydych yn gallu cael llofnodion gan eich canolwyr, byddem yn falch o dderbyn neges o gefnogaeth ar e-bost yn lle.

Am faint o arian y gallaf wneud cais?
Gallwch wneud cais am hyd at £1,000.

Pa mor aml fydd arian ar gael?
Mae dyddiad cau treigl yn weithredol.

Pwy ddylai fod yn ganolwr academaidd i mi?
Dylai fod yn aelod o'r staff academaidd a fu'n trafod eich prosiect â chi, sy'n cefnogi'ch prosiect ac a fydd ar gael i roi arweiniad pellach os oes angen.

Hefyd, rhaid i'r ffurflen gael ei llofnodi gan Gyfarwyddwr Astudiaethau Ymchwil Ôl-raddedig o un o ysgolion cartref yr ymgeisydd.

A oes angen cyd-ymgeisydd arna' i?
Oes. Er mwyn llwyddo yn eich cais rhaid i chi fod â phartner gweithredol yn y prosiect, a'r person hwnnw fydd y cyd-ymgeisydd. Dylai'r cyd-ymgeisydd fod mewn Ysgol/â disgyblaeth wahanol i'ch un chi oherwydd nod cyffredinol y cynllun yw hyrwyddo ymchwil rhyngddisgyblaethol .

Mae'r cynllun yn ymwneud â chefnogi datblygu sgiliau. Un o'r rhain yw cydweithredu, a dyna'r rheswm dros ymofyn prosiect cydweithredol yn hytrach na chael cynnig sengl.

Pa faeth o weithgareddau a gafwyd yn y gorffennol?
I weld enghreifftiau o'r gweithgareddau yn ystod y blynyddoedd diwethaf, byddwch cystal ag ymweld â
http://www.cardiff.ac.uk/ugc/training/interdisciplinaryfunding/pgrinitiatives/pg-funding.html

Alla' i wneud cais am arian i fynychu cynhadledd?
Na fedrwch. Dydy'r arian hwn ddim ar gyfer mynychu cynadleddau. Ni fydd unrhyw geisiadau i fynychu cynadleddau yn cael eu hystyried.

Alla' i gynnwys sefydliad heblaw Caerdydd yn y prosiect?
Gallwch. Gall sefydliadau y tu allan i Gaerdydd fiod yn rhan o'r gweithgaredd a drefnwyd gennych, ond prif bwrpas y cynllun yw gwella'r amgylchedd ymchwil yng Nghaerdydd a chefnogi datblygu sgiliau ymchwilwyr Caerdydd. Felly, ni allwch enwi cyd-ymgeisydd o'r tu allan i Brifysgol Caerdydd.

Sut ydw i'n prisio fy nghais?
Dylech ystyried holl agweddau'r gweithgaredd a chael amcanbrisiau ar gyfer yr elfennau (e.e. arlwyo, argraffu, costau teithio siaradwr, etc.) Gall y staff yn Swyddfa Coleg Graddedigion y Brifysgol eich helpu i brisio'ch cais os oes angen, a dylai'ch Canolwr Academaidd hefyd allu rhoi cyngor i chi. Mae'r panel yn ymwybodol iawn o gostau arferol gweithgareddau; felly, byddwch cystal â gwneud ymchwil. Hefyd, byddwch cystal â gwneud yn siŵr fod y ffigurau'n gywir.

Fel canllaw cyffredinol, ystyriwch a oes angen unrhyw rai o'r canlynol arnoch:

- Costau cyhoeddusrwydd – argraffu, cyfieithu i'r Gymraeg (gweler isod), dosbarthu
- Costau arlwyo (sylwer bod y Brifysgol am gadw costau lletygarwch mor isel â phosibl ac am weld 'Cyflenwr Cymeradwy' yn cael ei ddefnyddio)
- Costau trafnidiaeth a llety i unrhyw siaradwyr sy'n ymweld
- Defnyddiau traul, e.e. deunydd ysgrifennu
- Costau ar gyfer cyfieithu ar y pryd lle bydd y rheiny sy'n cymryd rhan yn cyflwyno yn Gymraeg

Sylwch, os gwelwch yn dda, nad oes modd defnyddio'r arian:

- i brynu unrhyw eitemau o gyfarpar, h.y. llyfrau, cyfrifiaduron, gliniaduron, camerâu, etc.
- i dalu am gostau teithio/llety unrhyw gyfranogwyr. Yr unig gostau teithio/llety y gellir eu talu gan yr arian hwn yw costau siaradwyr gwadd.

Mae manylion am gostau arlwyo'r Brifysgol yn http://www.cardiff.ac.uk/catering/hospitality/hospitality.html Gallent fod yn ddefnyddiol wrth bennu costau arlwyo. Os oes gennych ddiddordeb mewn defnyddio lleoliad neu arlwywr allanol, bydd angen i chi wirio'r costau ymlaen llaw oherwydd maen nhw'n tueddu i fod yn uwch.

Byddwch cystal ag ymweld â http://www.caerdydd.ac.uk/govrn/welshlanguageservice/index.html i gael manylion am Wasanaeth Cyfieithu Cymraeg y Brifysgol. Fel arfer mae yna dâl gofynnol o £40; felly, gwnewch yn siŵr eich bod yn anfon popeth sydd angen ei gyfieithu ar yr un pryd.

Alla' i drafod fy nghais â rhywun?
Yn ogystal â'ch Canolwr Academaidd, rydym yn argymell y dylech drafod eich cais arfaethedig â staff Coleg Graddedigion y Brifysgol cyn ei gyflwyno. Gallant fynd drwy'ch cais gyda chi a chynnig cyngor ynglŷn â sut i'w wella. Cysylltwch â ni yn UGC@Caerdydd.ac.uk neu ar 02920 879408.

Pwy sy'n dewis y ceisiadau llwyddiannus?
Mae ceisiadau'n cael eu hystyried gan banel dewis sy'n cynnwys Deon a Dirprwy Ddeon Coleg Graddedigion y Brifysgol ac uwch aelodau o staff y Coleg.

Pryd fydda i'n gwybod a oedd fy nghais yn llwyddiannus?
Byddwn yn anelu at eich hysbysu o'r canlyniad o fewn pythefnos i'r cyfarfod adolygu. Fe'ch hysbysir o'r canlyniad drwy e-bost.

Trefnu eich Digwyddiad

Sut ydw i'n dechrau arni?
Bydd yr holl ymgeiswyr llwyddiannus yn cael eu gwahodd i gyfarfod â staff Coleg Graddedigion y Brifysgol i drafod eu cynlluniau arfaethedig a byddan nhw'n cael cyngor ynglŷn â sut i ddechrau.

Gallwch wneud trefniadau i ddefnyddio ystafelloedd cyfarfod Adeilad Haydn Ellis Coleg Graddedigion y Brifysgol ar gyfer unrhyw gyfarfodydd cynllunio a allai fod gennych gyda'ch pwyllgor trefnu. Byddwch cystal ag e-bostio UGC@caerdydd.ac.uk . Hefyd, mae ystafelloedd ar gael yn y Ganolfan Graddedigion i'r diben hwn.

Sut ydw i'r derbyn yr arian?
Byddwch cystal ag e-bostio UGC@caerdydd.ac.uk i gadarnhau teitl eich digwyddiad ac at bwy y dylid anfon y Ffurflen Drosglwyddo Fewnol (h.y. enw a chyfeiriad e-bost swyddog cyllid eich Ysgol).

A oes amserlen ynglŷn â phryd y dylid cynnal gweithgareddau?
Rhaid cynnal unrhyw weithgareddau arfaethedig o fewn blwyddyn galendr i dderbyn y wobr. Os na allwch weithredu'ch prosiect o fewn y cyfnod hwn, gall y bydd yr arian yn cael ei dynnu nôl. Bydd angen i chi ddarparu adroddiadau interim ynglŷn â chynnydd eich gweithgaredd. Bydd templedau ar gyfer adroddiadau yn cael eu darparu.

Sut gall Coleg Graddedigion y Brifysgol helpu gyda chyhoeddusrwydd?
Rhaid rhoi cyhoeddusrwydd i weithgareddau dan nawdd Coleg Graddedigion y Brifysgol yn hytrach na thrwy Ysgolion academaidd unigol. Rhaid i'r holl ddeunydd cyhoeddusrwydd a digwyddiadau nodi bod y prosiect yn cael ei ariannu gan 'Goleg Graddedigion y Brifysgol'. Gallwch fenthyg baner Coleg Graddedigion y Brifysgol ar gyfer eich digwyddiad.

Bydd lle'n cael ei neilltuo ar wefan Coleg Graddedigion y Brifysgol ar gyfer gwybodaeth am eich digwyddiad. Ni allwn gynnig unrhyw gymorth ar gyfer sefydlu eich tudalen we eich hun, ond byddwn yn darparu dolen i'ch tudalen we o wefan Coleg Graddedigion y Brifysgol. Sylwch hefyd **na** ddylid rhedeg y tudalennau digwyddiad oddi ar wefan Ysgol academaidd unigol.

Hefyd, ar gais, gall Swyddfa Coleg Graddedigion y Brifysgol ddosbarthu e-byst cyhoeddusrwydd i fyfyrwyr/staff perthnasol.

Sut ydw i'n ychwanegu cyhoeddusrwydd at Hysbysfwrdd y Brifysgol?
Os hoffech roi cyhoeddusrwydd i'ch digwyddiad ar Hysbysfwrdd y Brifysgol, byddwch cystal ag anfon dogfen Word gyda'ch testun cyhoeddusrwydd yn Gymraeg a Saesneg. Wedyn byddwn yn cyflwyno eich cyhoeddusrwydd i'w arddangos ar Hysbysfwrdd y Brifysgol ar eich rhan. (Yn anffodus, dim ond staff sydd â'r hawl i gyflwyno hysbysiadau). Hefyd, gall eich Ysgol wneud hyn ar eich rhan.

A oes rhaid trefnu cyhoeddusrwydd yn Gymraeg hefyd?
Oes. Yn ei Chynllun Iaith Gymraeg mae'r Brifysgol wedi mabwysiadu'r egwyddor y bydd, wrth ymdrin â'r cyhoedd yng Nghymru, yn rhoi statws cyfartal i'r Gymraeg a'r Saesneg. Oherwydd hynny, dylai'r holl ddeunydd cyhoeddusrwydd sy'n berthynol i'ch prosiect fod ar gael yn ddwyieithog. Mae manylion llawn am Bolisi Iaith Gymraeg a

Gwasanaeth Cyfieithu'r Brifysgol ar gael yn
http://www.caerdydd.ac.uk/welshlanguageservice/index.html

Sylwch, os gwelwch yn dda, fod rhaid talu am gyfieithu deunydd cyhoeddusrwydd i'r Gymraeg allan o'r grant neu gan un o'r Ysgolion cyfranogol.

Sut ydw i'n cadw ystafelloedd?
Os ydych chi'n fyfyriwr ymchwil ôl-raddedig gallwch ddefnyddio'r cyfleusterau rhagorol yn y Ganolfan Graddedigion sydd ar gael i'w cadw am ddim
http://www.caerdydd.ac.uk/gradc/services/meetingrooms/index.html

Neu gallwch gadw un o'r ystafelloedd pŵl sydd ar gael o amgylch y campws trwy http://www.caerdydd.ac.uk/estat/roombookings/index.html Mae'n bosibl na fyddwch yn gallu cadw un o'r rhain eich hunan, ond dylai aelod o'r staff cefnogi yn eich Ysgol allu gwneud hyn ar eich rhan.

Alla' i wneud cais am arian ychwanegol os bydda' i'n gorwario?
Na. Yn anffodus, ni allwn roi rhagor o arian. Eich cyfrifoldeb chi yw cyllido'n gywir er mwyn gwneud yn siŵr nad ydych yn brin o arian!

Faint alla' i ei wario ar arlwyo?
Anogir ymgeiswyr i ddefnyddio arlwywyr Prifysgol Caerdydd, lle y bo'n bosibl.

Ar ôl y Prosiect

Beth sy'n digwydd ar ddiwedd y prosiect?
Ar ddiwedd y prosiect bydd disgwyl i chi gyflwyno adroddiad ysgrifenedig a rhaid i chi drefnu bod unrhyw arian na chafodd ei wario yn cael ei ddychwelyd i Goleg Graddedigion y Brifysgol.

Beth sydd angen ei gynnwys yn adroddiad diwedd y prosiect?
Mae templad ar gyfer adroddiad diwedd y prosiect ar gael ar wefan Coleg Graddedigion y Brifysgol. Mae'n nodi pa wybodaeth sydd angen ei chynnwys.

Sut ydw i'n dychwelyd arian na chafodd ei wario?
Byddwch cystal â chysylltu â'ch adran gyllid i ofyn am gynhyrchu ffurflen drosglwyddo fewnol a'i hanfon atom.

Os na fydda' i wedi gwario'r holl arian, alla' i ei ddefnyddio ar gyfer digwyddiad arall?
Gall y bydd modd i chi ddefnyddio unrhyw arian na chafodd ei wario i gynnal digwyddiad arall sy'n berthnasol i'ch prosiect ac sy'n diwallu'r un amcanion. Byddwch cystal ag ymgynghori â Swyddfa Coleg Graddedigion y Brifysgol cyn trefnu unrhyw ddigwyddiadau eraill er mwyn gwneud yn siŵr bod eich cynlluniau'n diwallu gofynion yr ariannu. Bydd angen i chi gynnwys manylion am unrhyw ddigwyddiadau eraill yn yr adroddiad terfynol.

Yn ôl i'r brig ^