

Governance Plan Template – UKRI COVID-19 Phase 2 Doctoral Extensions

Organisation name	Cambridge University
Allocation (£)	£1,507,564.91
Principal investigator	Sally-Ann Gannon

Section 1: Overall framework and governance

Please confirm agreement to the framework and governance YES

If you will be implementing a different process, please specify here: N/A

Section 2: Assurance on equality of assessment In this section, we are asking you to state the mechanism by which your organisation will ensure that decision-makers are able to make fair comparisons

A. Governance Committee

The Cambridge Covid-19 Phase 2 Award will be managed under the auspices of the University's General Board of the Faculties that holds responsibility for the oversight of the University's academic activities. A dedicated Governance Committee will be established for the the Award, which will report to the University's Postgraduate Committee initially, and then onwards to the University's General Board Education Committee and the University's General Board of the Faculties. The Governance Committee will be the ultimate decision-maker for the Awards.

The C2GC will be chaired by the Senior Pro-Vice Chancellor (Education) and its membership will be impartial between the various training grant interests. The academic membership of the Committee will be determined in order to include the appropriate range of academic disciplinary expertise necessary to oversee the award. The committee will also include representatives from the Disability Resource Centre, the University's Equality Diversity & Inclusion Section, the Educational Quality and Policy Office, Student Operations and the Communications Office.

The Committee will operate under terms of reference designed to ensure that grant funds are allocated in accordance with the terms and conditions of the scheme and that the allocation process is fair, open and transparent. The terms of reference will include specific responsibility to ensure that funding is allocated in an inclusive and equitable manner, ensuring that any bias is mitigated and the principles of equality, diversity and inclusion are considered and supported throughout. The Committee will define principles for the allocation of funding in advance; these principles will be informed by best practice in inclusion and access and will undergo an Equality Impact Assessment (EIA). We will seek data on the relevant protected characteristics to allow for rigorous monitoring of the EIA. All members of the Governance Committee will be required to have undertaken the University's Equality Essentials and unconscious bias training, should they not already have done so. Training Grant Holders who will be involved in the assessment process will receive similar guidance.

B. Decision-making Process

We will hold a single gathered field in Spring 2021, inviting all eligible students to apply. We believe that fair comparisons can best be made by using a gathered field approach. We will draw on practice from the University Hardship scheme, which allocates a fixed amount in a gathered field. We will also use strategies employed by the University's PG Funding competition, where student scores from Departments are moderated and 'dip-stick' tested to produce a ranked list of students on a large scale. We will provide guidance for those assessing applications to ensure an even playing field from the outset including: transparent selection criteria, E,D+I principles, and best practice for moderation across subject areas.

Figure 1 -The Decision Making Process



1. **Students** will apply and provide information on:
 - a) The impact of Covid-19 on their research and the outcome of the adaptations/mitigations that they undertook or can undertake. The supervisor will be asked to comment on this section.
 - b) If and how their ability to adapt/mitigate is impacted due to disability, long term illness, neurodivergency or caring responsibilities or other personal circumstance (this can be provided confidentially if necessary)
 - c) The length of extended funding requested in light of a) and b) above.
2. **Training Grant holders** will assess applications and confirm eligibility; they will also be asked to make recommendations to the central Committee based on:
 - a) Moderation – to calibrate the length of funding extensions requested between students facing similar disruption in similar circumstances
 - b) Prioritisation – to place students within bands of Severe – High – Moderate – Low, which measures the 'degree of difficulty in adapting the project to complete within the funded period'. Guidance will be provided to Training Grant holders on how these terms are defined
3. **The Governance Committee** disciplinary members will undertake moderation between Training Grant Holders within their disciplinary area to ensure recommendations have been made in a consistent way between subject areas. Non-disciplinary members will then sample these moderated recommendations across the gathered field so that we can be confident that we have a consistent set of requests for all applicants and our funds will be targeted at the most deserving according to the criteria. Training Grant holder recommendations will be considered along with all the other evidence provided.

C. Allocation of Funding

The Governance Committee will determine the appropriate distribution of funds to students through the prioritisation of students in the following way:

- Priority Group 1: Students who have had particular difficulty in adapting their research projects sufficiently due to disability, long term illness, neurodivergency or caring responsibilities, and students with a funding end date between 1 April – 30 September 2021 (to be subdivided for reporting purposes)
- Priority Group 2: Students who have tried to make adaptations and mitigations but due to the nature of their research will unavoidably need longer to complete (for example those who lacked access to equipment when labs were closed or could not undertake fieldwork). This group will be prioritised by urgency (i.e. proximity of the funding end date after September 2021).
- Priority Group 3: all other students. We will distribute any residual funding to this group once Priority groups 1 and 2 above have been catered for.

Students would then be prioritised within these groups within bands that describe the "degree of difficulty in adapting the project to complete within the funded period" of Severe – High – Moderate – Low.

We would expect to be able to provide some level of funding to all students in Priority Group 1. Requests for longer than 3 months would be considered only where the impact post-mitigation is deemed to be 'significant' or where there are exceptional personal circumstances.

We are fortunate to be able to target the entire UKRI Covid-19 Phase 2 grant towards stipend extensions as tuition fees or continuation fees are not charged by Cambridge when a student extends beyond the normal period of doctoral study. We will approach our Training Grant holders to access underspend where available so that we can make the central grant go further. We will also expect our Training Grant holders to approach co-sponsors to match any extensions granted so as not to disadvantage students with multiple funders. We will consider all other possible sources of funding available, including the Disabled Student Allowance (DSA) and University funds for hardship, in order to maximise the number of students that can be supported. There may inevitably be students who cannot be supported financially and we will refer them to alternative sources of support both within the University and its Colleges, and through their relationship with their Training Grant holder.

Section 3: Agreement and authorisation

Please confirm agreement to the Funding Process	YES
Please confirm agreement to the Reporting Process	YES
Responsible owner name and signature	Sally-Ann Gannon 
Responsible owner position within the organisation	Head of Student Funding, University of Cambridge
Date	7.12.20

Please complete and submit your Governance Plan to Covid19Allocation@ukri.org by **Monday 7 December** .