# UKRI Covid-19 Phase 2 Doctoral Funding Extensions

# Application Guidance for Students

Update June 2021: Due to the availability of limited amount of funding following a first round of applications in January 2021, the University is now able to offer a second round of applications in June 2021.

## Background

On 11 November 2020, UKRI published a review of its first phase of extensions for students impacted by the Covid-19 pandemic.

The review identified the following two priority groups of students who may find it most difficult to adapt their projects to complete within their funded period:

* Those who were in their penultimate year of study who will have now entered their final year of funding;
* Those with additional support needs (such as disabled students, those with a long-term illness, who are neurodivergent or who have caring responsibilities).

UKRI has allocated ‘Phase 2’ funding to Research Organisations to be used to support funded extensions for UKRI-funded doctoral students who are least able to adapt their projects sufficiently to complete in their existing funding period[[1]](#footnote-1). However, the allocation does not provide funding for all UKRI-funded students and extensions will be allocated on a needs-priority basis. Although the University is in the position of having to allocate finite resources provided by the UKRI and, unfortunately, there can be no guarantee of funding for all eligible students.

If you have any questions not covered by the guidance provided below, please contact your training grant holder[[2]](#footnote-2).

**Please note that students with a ‘fees-only’ award from a UKRI Research Council, or students who have already received a funded extension for Covid-19 disruption directly from their training grant holder are not eligible to apply for ‘Phase 2’ funding.**

## Application process

|  |
| --- |
| **Prepare your application** *(applications open**Wednesday 9 June 2021)*   * Check you are eligible (see next page) * Check you can access the online applications portal * Review the questions you will be asked in the online form (see appendix) * Draft your answers offline (you cannot partially complete your online application and return to finalise and submit it, it must be done in one session) * Share your draft answers with your supervisor and ask them to send you a statement of support in the body of an email * Obtain a personal statement of support, sent to you in the body of an email (optional) |
| **🡻** |
| **Submit your application** *(by the deadline of midday (12.00 UK time) on Wednesday 30 June 2021)*   * Complete and submit the online application form   + Answer all the questions   + Upload your supervisor’s statement of support (as a PDF version of their email)   + Upload personal statement of support (optional but also as a PDF version of the email) |
| **🡻** |
| **Outcome notification**   * You will be told the outcome of your application by email in August 2021 and no later than 31 August 2021. |

## Am I eligible?

You will be eligible for ‘Phase 2’ funding if:

* You are a registered doctoral student at the University of Cambridge[[3]](#footnote-3)
* Your funding start date is *before* 1 March 2020
* Your funding end date is *after* 31 March 2021 (i.e. from 1 April 2021)
* You have not yet submitted your thesis (soft bound)
* You have not already received extended funding from your training grant holder, either as part of UKRI’s initial allocation (known as ‘Phase 1’) or from funds redirected to COVID support – check with your training grant holder if you are not sure
* You have a full award including stipend, where the stipend is either fully or partly provided by UKRI
* You have tried, and continue to try, to adapt and adjust your research project in order to mitigate the disruption caused by Covid-19, but you will be unable to complete your doctoral research within the funded period

Reasons why mitigation might not have been feasible include:

* Additional caring responsibilities
* Additional impact arising from a disability, chronic illness, mental ill-health or neurodivergence
* Affected health and well-being (e.g. following a COVID-19 infection, or because you are part of a particularly vulnerable group)
* Interruption of data collection and/or fieldwork
* Lack of access to research resources and facilities (e.g. lab or library closure, supervisor unavailability)
* Negative impacts on your working environment due to changes in your living/study arrangements
* Redeployment to work on COVID-19 related research
* Self-isolation has undermined your ability to progress your doctoral research

If you applied for ‘Phase 2’ funding in January 2021 and received a funded extension, you may submit a further application in this second round if your circumstances have changed significantly since – please be aware that you will still be required to complete the online application form in full and in addition, you will be asked to describe how your circumstances have changed since your application in January 2021, such that you require a longer extension.

## I am a ‘fees-only’ student (i.e. my fees are paid by UKRI but I do not receive a stipend from UKRI). What support is available?

If you receive a stipend from another source (for example, a College, another University funding body or an external organisation) then you will need to apply separately to request an extension following the procedures in place by your funding body. You may seek advice from your training grant holder on the process for requesting support from your stipend provider. If you are self-funded then further information about Hardship funding is available at: <https://www.cam.ac.uk/coronavirus/students/all-students#hardship>

## I have a full award but my studentship is funded in partnership with a College/institutional sponsor/public/private/voluntary sector organisation. What should I do?

Irrespective of whether you are funded in part or completely by UKRI, if you have a full award including stipend, you should still submit an application if you wish to do so.

However, please be aware that UKRI funds will not cover the full cost of extensions to studentships that are co-funded from non-UKRI sources. If a funding package has been created for you (e.g. if UKRI funding has been partnered with a College), you should approach the funding body that co-ordinated that package in the first instance as they may approach the partner funder on your behalf. If you created the funding package yourself, you will need to contact the funders separately.

## What does the additional funding cover?

The funding will cover your standard stipend for the period of the approved extension. As the fee liability for UKRI-funded students will usually have been met at the funding end date, we do not anticipate needing to cover the cost of any fee extensions.

Funds cannot be used to:

* support other research or project costs. You should speak to your training grant holder to see whether

these costs can be met from your Research Training Support Grant (RTSG) funding or any other sources.

* cover the extension of co-funding costs from non-UKRI sources, including Colleges, institutional sponsors, or public/private/voluntary sector organisations (see above).

## How long an extension can I apply for?

UKRI guidance suggests that students should normally apply for an extension of **up to 3 months**. However, in exceptional circumstances, a longer extension may be considered up to 6 months, if funds are available. You have the option to indicate that you would like to be considered for a longer extension, in the event that funds are available.

Please be aware that the funding provided is not intended to cover ‘time lost’ due to Covid-19, but rather to address circumstances where, even with adjustments and mitigation, it is not possible for you to complete your doctoral research within the funding period.

When assessing the length of extension you require, you should estimate, as realistically as possible, the minimum amount of time you now need to complete your doctoral research, even with the adjustments and mitigations you have made (or plan to make) in place. Please be aware that that the funded extensions are not intended to fund the writing up period if this wasn’t funded within your original award.

## How do I apply?

Please visit the [online applications portal](https://apps.powerapps.com/play/188c547f-94d0-49e4-bce1-5cee926132e5?tenantId=49a50445-bdfa-4b79-ade3-547b4f3986e9) and complete and submit the online application form relevant to the UKRI Research Council you are funded by.

You will be asked to log in so that you can access the application portal – please ensure you use your CRSid@cam.ac.uk email address and Raven password to log in.

If you have forgotten your Raven password please visit: <https://help.uis.cam.ac.uk/service/accounts-passwords>

Please note that if you are already signed into an alternative Microsoft Office 365 account on your device (which did not require your Raven credentials in order to sign in), you will need to sign out of this account and clear your cache in order to access the portal.

You are strongly encouraged to check you can access the portal and the relevant online application form without any problems well before the deadline. If you have any technical problems with access please email: [UKRICovid19extensions@admin.cam.ac.uk](mailto:UKRICovid19extensions@admin.cam.ac.uk).

**Please be aware that the online application form comprises several sections and it is not possible to partially complete the form, save it, and return to it later – it must be completed in one sitting.** The questions asked on the application form are included for reference as an appendix to this guidance and **you are strongly encouraged to draft your answers in advance before completing the form.** You should be aware that you will need to include a statement of support from your supervisor as part of your application so you will need to have this (and any additional support statement you might wish to include) ready before submitting your application. If you experience any difficulties uploading a statement, you might need to try again a few times or change to a different browser. In the event that you are unable to upload a statement, please email it to: [UKRICovid19extensions@admin.cam.ac.uk](mailto:UKRICovid19extensions@admin.cam.ac.uk) and it will be attached to your application.

## What is the deadline for submitting my application?

The deadline for submitting your online application is **midday (12.00 UK time) on Wednesday 30 June 2021.** Please allow sufficient time to complete and submit your application. The application deadline is final and last-minute computer or other technical failure will not be accepted as a reason for missing the deadline.

## What information do I need to provide in my application?

The University of Cambridge has taken every step to ensure the application process is not onerous for students and does not ask for information beyond that needed to consider their application fairly.

To support your application, you will need to supply information about your circumstances – the questions and information you are asked to provide is outlined in the appendix.

As part of the application you are asked to provide a statement describing the impact Covid-19 has had on your ability to complete your research as originally planned within your funded period (this is referred to as the ‘Funding extension request statement’). If you do not wish this statement to be shared with your training grant holder, you have the option to submit it directly to the Student Funding Team – a Word proforma for this purpose is available from: <https://www.cam.ac.uk/coronavirus/students/postgraduate-students/ukri-covid-19-phase-2-doctoral-extensions>. While your training grant holder will not have the benefit of your statement when making their recommendations, the central Committee that will be making the final decisions on funding allocations will consider the statement you submit.

If you have already received a funded extension through the first round of ‘Phase 2’ (in January 2021) and you are now submitting a second application, you are required to provide your original statement and also describe how your circumstances have changed since your application in January 2021, such that you require a longer extension.

## Does my supervisor need to support my application?

Yes, you should share the planned content of your application with your supervisor **in advance of submitting your application** – please share the sections entitled (i) ‘Your application details’, (ii) ‘Supporting information for your application’ and (iii) ‘Funding extension request statement’ (unless you would prefer not to share this statement with your supervisor and have chosen to submit this statement to the Student Funding Team directly). Please ask your supervisor to provide you with a statement (of up to 400 words) in the body of an email outlining the academic reasons for supporting your application and the length of funding extension requested. In particular, your supervisor will be in the best position to confirm that you meet the eligibility criterion below and you should ask them to comment on this within their statement:

*“You have tried, and continue to try, to adapt and adjust your research project in order to mitigate the disruption caused by COVID-19, but you will be unable to complete your doctoral research within the funded period.”*

Alternatively, a co-supervisor (where applicable) or Advisor may write this statement.

Supervisors are not limited to commenting solely on academic matters – if they are aware of your personal circumstances they may also comment on these and make both an academic and personal case for support.

You will need to include the content of this statement in your application (as well as uploading a PDF version of your supervisor’s email) so you **must** have it ready in advance. A letter of guidance for supervisors is available from: <https://www.cam.ac.uk/coronavirus/students/postgraduate-students/ukri-covid-19-phase-2-doctoral-extensions>

If you have already received a funded extension through the first round of ‘Phase 2’ and you are submitting a second application, you may either upload your original supervisor statement or provide an updated statement.

## In addition to my supervisor, does anyone else need to support my application?

It is not a requirement for anyone else to support your application. However, if you would like to obtain a statement of support (of up to 400 words) relating to your personal circumstances and include it with your application, you may do so. Providing this statement is entirely optional and is not necessary if you feel that your supervisor will be able to comment fully on any relevant personal circumstances.

You are free to decide who writes this statement but you might wish to consider approaching your College Graduate Tutor, your College Nurse, or your DRC Mentor (if applicable). Please request that the statement is sent to you in the body of an email and again, you must have it ready in advance of submitting your application.

If you have already received a funded extension through the first round of ‘Phase 2’ and you are submitting a second application, you may either upload your original statement of support or provide an updated statement.

If you are including a statement of support but do not want it to be shared with your training grant holder, you may submit it directly to the Student Funding Team so that it can be considered by the central decision-making Committee.

## How will the information I provide in my application be shared?

The information you provide in your application will be held securely and only shared with individuals where it is strictly necessary to process and consider your application, this comprises:

* your training grant holder
* nominated UKRI Research Council contacts in your School
* your Department/Faculty (or equivalent) as necessary
* the Committee who will be making the final funding allocation decisions and members of the University’s Student Funding Team who are supporting it

The information will be retained securely for as long as necessary to meet the University’s reporting obligations to UKRI.

General information on how the University uses your personal data is published on the University’s website at: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data> .

## How will funds be allocated?

Funded extensions will be allocated on a **needs-priority** basis, for those who have been unable to mitigate delays of Covid-19 or adjust their projects. UKRI has provided guidance that the University should give priority to students in the following two groups:

* students who at the time of the Review were in their penultimate year of funding and who have recently gone into their final year of study (i.e. students with funding end dates between 1 April 2021 – 30 September 2021)
* those students in other stages of their doctoral studies where project adaptation and mitigation may not be possible, for example disabled students, those with long-term illness, who are neurodivergent, or who have caring responsibilities

The funds will be distributed fairly in accordance with UKRI’s Terms and Conditions and guidance.

As the University is in the position of having to allocate finite resources provided by the UKRI, this means that, unfortunately, there can be no guarantee of funding for all eligible students and, where funding is awarded, students may not receive the length of extension they have requested.

## How will the applications be assessed and who will decide how the funded extensions are allocated?

The University has set up a dedicated central decision-making Committee (known as the [University Governance Committee Phase 2 or GCP2](https://www.cam.ac.uk/coronavirus/students/postgraduate-students/cambridge-ukri-covid-19-doctoral-extensions-phase-2-governance-committee-gcp2)), reporting to the Postgraduate Committee, to oversee the allocation of UKRI funded extensions under ‘Phase 2’. To ensure that it will be able to take decisions in the fairest possible way, the Committee will include representation from different academic disciplines and from the University’s disability and inclusion support services.

In the first instance, training grant holders will be asked to review their students’ applications and make recommendations to the central Committee. The central Committee will then moderate the recommendations to ensure they have been made in a consistent way and decide how the funded extensions should be allocated.

## When will I be notified of the outcome?

All applicants will be advised of the outcome of their application by email in August 2021 and no later than 31 August 2021.

## Can I appeal the final decision?

UKRI has advised that the University should allow appeals solely on the grounds that the University’s published applications and allocations processes have not been followed. You may appeal on this basis. Appeals cannot be made by students who are ineligible to apply for the UKRI’s Covid-19 Phase 2 Doctoral Extensions Grant according to the eligibility criteria set out by the UKRI.

Please refer to the appeals process available from: <https://www.cam.ac.uk/coronavirus/students/postgraduate-students/ukri-covid-19-phase-2-doctoral-extensions>

## How will the funding be dispersed to students?

If you are awarded a funded extension, the funding will be provided as an additional stipend after your current funding end date.

## If I am awarded a funded extension, will my thesis submission deadline be extended automatically by the University?

No, this process is separate from applying for an extension to your thesis submission deadline. You should follow the University’s guidance on how to apply for an extension to your thesis submission deadline: <https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/extending-your-end-registration-date>

## What happens if I receive a funded extension but I submit my thesis before the extension ends?

You may submit your thesis prior to the end of your extended award. If you continue to undertake work that is directly linked to your thesis, it is permissible to continue your funding from the Training Grant until the end of the quarter in which the thesis is first submitted (please see UKRI Training Grants Standard Terms and Conditions: <https://www.ukri.org/wp-content/uploads/2020/11/UKRI-031120-TrainingGrantTermsAndConditions-Nov20-Updated.pdf>).

## If I am awarded a funded extension, will it impact my student visa?

If you are awarded a funding extension, you would still need to apply to the University for a submission deadline extension. If the submission deadline is extended, the University can normally support a visa extension although there is a cost involved in this for the student. See this page for information on extending the submission deadline: <https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/extending-your-end-registration-date> and information on the International Student team website about an extension: <https://www.internationalstudents.cam.ac.uk/student-visa-permission-stay> . If you have any queries about the potential impact of an extension to funding, please contact the International Student Team for any visa queries (email [international.students@admin.cam.ac.uk](mailto:international.students@admin.cam.ac.uk)).

## What other sources of support are available?

* If you have a disability, you may be entitled to a **Disabled Students’ Allowance (DSA)** on top of your studentship: for more information, see: <https://www.ukri.org/our-work/developing-people-and-skills/find-studentships-and-doctoral-training/get-a-studentship-to-fund-your-doctorate/>. DSA helps to cover the cost of any additional support that a student studying for a doctorate might need as a result of a disability, mental health problem or specific learning difficulty. The allowance covers:
* non-medical personal assistance
* specialist equipment
* extra travel costs
* general expenses.

You may be able to access this DSA funding if you have a new or altered disability. You should make contact with the Disability Resource Centre to speak to a disability advisor to assess your needs (<https://www.disability.admin.cam.ac.uk>). The DRC can help put the right support in place, including a DSA application if necessary. You cannot claim DSA directly from UKRI.

* For students who cannot access extended funding or other financial support through their UKRI Research Council, it may be possible to access hardship funding towards the end of the funding period from either your college or the University (<https://www.cam.ac.uk/coronavirus/students/all-students#hardship>).
* There are other forms of support available to students within the University, free of charge, through the Student Counselling Service (<https://www.counselling.cam.ac.uk/>) and the Student Advice Service from Cambridge Students’ Union (<https://www.cambridgesu.co.uk/support/advice/>). Your college can also provide advice and support.
* As usual, your training grant holder will be able to provide advice about how to support your research and training needs.
* UKRI’s standard Training Grant Terms and Conditions also make provision for absences in a number of instances such as illness: <https://www.ukri.org/wp-content/uploads/2020/11/UKRI-031120-TrainingGrantTermsAndConditions-Nov20-Updated.pdf> . Your training grant holder will be able to provide advice on this.

**Appendix**

This appendix reproduces the questions from the online application form. Each section starts on a new page. The online form is dynamic and some questions are only displayed if specific answers are selected – the question numbers on the online form will automatically adjust accordingly and therefore might not reflect the ones in this appendix. Questions requiring a response from all applicants are marked accordingly.

**UKRI Covid-19 Phase 2 Doctoral Funding Extensions Online Application**

Please be aware that the online application form comprises several sections and it is not possible to partially complete the form, save it, and return to it later. You are strongly encouraged to draft your answers in advance, before completing the form.

The questions asked on the application form are included as an appendix to the applicant guidance available at:

<https://www.cam.ac.uk/coronavirus/students/postgraduate-students/ukri-covid-19-phase-2-doctoral-extensions>

Please note that a supervisor statement of support is required as part of this application so you must have this ready in advance. You also have the option to upload a statement of support relating to your personal circumstances which, again, you would need to have ready in advance.

If you applied for ‘Phase 2’ funding in January 2021 and you are submitting a further application please be aware that you are still required to complete this online form in full and you will also be asked to describe how your circumstances have changed since your application in January 2021, such that you require a longer extension.

The deadline for submitting your completed form is midday (12:00 UK time) on Wednesday, 30 June 2021.

**Purpose of this form**

The purpose of this online form is to provide eligible UKRI-funded students with the opportunity to make an application for a funded extension from UKRI's Covid-19 Phase 2 Doctoral Extensions grant.

The information you provide in your application will be held securely and only shared with individuals where it is strictly necessary to process and consider your application, this comprises:

* your training grant holder
* nominated UKRI Research Council contacts in your School
* your Department/Faculty (or equivalent) as necessary
* the Committee who will be making the final funding allocation decisions and members of the University’s Student Funding Team who are supporting it

The information will be retained securely for as long as necessary to meet the University’s reporting obligations to UKRI.

General information on how the University uses your personal data is published on the University’s website at: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data> .

**Your details**

1. Title (Mr/Mrs/Ms/Miss/Mx) (asked to all applicants)
2. First/Given name (asked to all applicants)
3. Surname/Family name (asked to all applicants)
4. Email address (asked to all applicants)

*This email address will be used to contact you if there are any queries about your application and to inform you of the outcome of your application.*

1. Your CRSid (asked to all applicants)
2. Your Department/Faculty or equivalent (asked to all applicants)
3. Your College (asked to all applicants)
4. UKRI Research Council (asked to all applicants)

I confirm I am funded by the **[applicable Research Council will be displayed]**

1. Have you already received a funded extension through the first round of ‘Phase 2’ (i.e. you applied for ‘Phase 2’ funding in January 2021)? (asked to all applicants)

* Yes
* No

**Your application details**

1. You will be eligible for 'Phase 2' funding if:

* You are a registered doctoral student at the University of Cambridge,
* Your funding start date is before 1 March 2020,
* Your funding end date is after 31 March 2021 (i.e. from 1 April 2021),
* You have not yet submitted your thesis (soft bound),
* You have not already received extended funding from your training grant holder, either as part of UKRI’s initial allocation (known as ‘Phase 1’) or from funds redirected to COVID support – check with your training grant holder if you are not sure,
* You have a full award including stipend, where the stipend is either fully or partly provided by UKRI, and
* You have tried, and continue to try, to adapt and adjust your research project in order to mitigate the disruption caused by COVID-19, but you will be unable to complete your doctoral research within the funded period.

I have read the eligibility criteria above and confirm that I am eligible (asked to all applicants)

1. What was your funding start date? (asked to all applicants)

*Please enter the date using the format dd-mm-yyyy*

1. What is your current funding end date? (asked to all applicants)

*Please enter the date using the format dd-mm-yyyy*

1. Are you studying on a full-time or part-time basis? (asked to all applicants)

* Full-time
* Part-time

1. Is your studentship fully or partly funded by UKRI? (asked to all applicants)

* Fully-funded
* Partly-funded - another institution/organisation co-funds my studentship

***(‘Where Partly-funded - another institution/organisation co-funds my studentship’ is selected)***

1. Please provide the name of the institution/organisation that co-funds your studentship

*Examples might include your College, an institutional sponsor, or an organisation in the public, private or voluntary sector. If you are co-funded by more than one organisation, please separate their names with a comma.*

1. What length of funding extension are you applying for? (asked to all applicants)

* 1 month
* 2 months
* 3 months

***(Where ‘3 months’ is selected)***

1. UKRI guidance suggests that students should normally apply for an extension of up to 3 months. However, in exceptional circumstances a longer extension may be considered, if funds are available.

Do you wish to be considered for an extension of more than three months, if funds are available?

* Yes
* No

***(Where ‘Yes’ is selected)***

1. What length of exceptional extension would you like to be considered for?

• 4 months

• 5 months

• 6 months

1. Please justify your request to be considered for an extension of more than 3 months.

**Supporting information for your application**

1. Please explain the steps you have taken to adjust your research project in order to mitigate against the impact of COVID-19. (asked to all applicants)

*Please try to limit your response to 200 words*

1. Please explain why the adjustments you have made have not been sufficient to enable you to complete your doctoral research within your funded period. If you have been unable to implement any mitigation, please state this and briefly explain why. (asked to all applicants)

*Please try to limit your response to 200 words*

1. Please select the factors that have contributed to your need for a funded extension. (asked to all applicants)

*Please tick all that apply*

* Additional caring responsibilities
* Additional impact arising from a disability, chronic illness, mental ill-health or neurodivergence
* Affected health and well-being (e.g. following a COVID-19 infection, or because you are part of a particularly vulnerable group)
* Interruption of data collection and/or fieldwork
* Lack of access to research resources and facilities (e.g. lab or library closure, supervisor unavailability)
* Negative impacts on your working environment due to changes in your living/study arrangements
* Redeployment to work on COVID-19 related research
* Self-isolation has undermined your ability to progress your doctoral research
* Other

**Funding extension request statement**

Please describe the factors that have impacted on your ability to make adjustments to your research project and complete your doctoral research within your funded period. These factors might include (but are not limited to):

(i) additional caring responsibilities;

(ii) additional impact arising from a disability, chronic illness, mental ill-health or neurodivergence;

(iii) affected health and well-being (e.g. following a COVID-19 infection, or because you are part of a particularly vulnerable group);

(iv) interruption of data collection and/or fieldwork;

(v) lack of access to research resources and facilities (e.g. lab or library closure, supervisor unavailability);

(vi) negative impacts on your working environment due to changes in your living/study arrangements;

(vii) redeployment to work on COVID-19 related research;

(viii) self-isolation has undermined your ability to progress your doctoral research.

If you have already received a funded extension through the first round of ‘Phase 2’ funding and you are submitting a second application, you are required to provide your original statement **and** also describe how your circumstances have changed since your application in January 2021, such that you require a longer extension.

Please try to limit your statement to no more than 400 words.

If you do not want your funding extension request statement to be shared with your supervisor and training grant holder, you may submit it directly to the Student Funding Team and the final decision-making Committee.

1. Statement submission method (asked to all applicants)

* I would like to include my funding extension request statement with this online application.
* I do not want my funding extension request statement to be shared with my supervisor and training grant holder and would prefer to submit this directly to the Student Funding Team and the final decision-making Committee.

***(Where ‘I do not want my funding extension request statement to be shared with my training grant holder and would prefer to submit this directly to the Student Funding Team and the final decision-making Committee’ is selected.)***

**Applicant is taken to a page with the following message:**

**Funding extension request statement – direct submission**

Please complete the funding extension request statement proforma at: <https://www.cam.ac.uk/coronavirus/students/postgraduate-students/ukri-covid-19-phase-2-doctoral-extensions>

Once complete, please email it to: [UKRICovid19extensions@admin.cam.ac.uk](mailto:UKRICovid19extensions@admin.cam.ac.uk) by midday (12.00 UK time) on Wednesday, 30 June 2021.

***(Where ‘I would like to include my funding extension request statement with this online application’ is selected.)***

1. Please describe the factors that have impacted on your ability to make adjustments to your research project and complete your doctoral research within your funded period here.

If you have already received a funded extension through the first round of ‘Phase 2’ funding and you are submitting a second application, you are required to provide your original statement **and** also describe how your circumstances have changed since your application in January 2021, such that you require a longer extension.

*Please try to limit your statement to no more than 400 words.*

**Supervisor statement of support (academic case)**

You are asked to share with your supervisor the planned content of the following sections of your application:

* your application details,
* supporting information for your application,
* funding extension request statement (unless you choose to submit this statement to the Student Funding Team and the final decision-making committee directly),

and ask them to provide you with a statement of support (of up to 400 words) in the body of an email outlining the academic reasons for supporting your application and the length of funding extension requested. In particular, your supervisor will be in the best position to confirm that you meet the eligibility criterion below and you should ask them to comment on this within their statement:

*“You have tried, and continue to try, to adapt and adjust your research project in order to mitigate the disruption caused by COVID-19, but you will be unable to complete your doctoral research within the funded period.”*

Alternatively, a co-supervisor (where applicable) or Advisor may write this statement.

Supervisors are not limited to commenting solely on academic matters – if they are aware of your personal circumstances they may also comment on these and make both an academic and personal case for support.

Please note that we may contact your supervisor to seek further information about the support statement they have provided.

If you have already received a funded extension through the first round of ‘Phase 2’ funding and you are submitting a second application, please upload your original supervisor statement or you may provide an updated statement.

1. Full name of supervisor (asked to all applicants)
2. Email address of supervisor (asked to all applicants)
3. Please copy and paste the content of your supervisor statement of support here: (asked to all applicants)
4. For verification purposes, please upload a PDF of the email containing your supervisor’s statement of support here. (asked to all applicants)

*Where possible, please upload your statement of support with a filename format of <Your Surname\_Your First name\_supervisor> e.g. Smith\_Pat\_supervisor.*

If you experience any difficulties uploading a statement, you might need to try again a few times or change to a different browser. In the event that you are unable to upload a statement, please email it to: [UKRICovid19extensions@admin.cam.ac.uk](mailto:UKRICovid19extensions@admin.cam.ac.uk) and it will be attached to your application.

**Statement of support (personal circumstances)**

If you wish to obtain a statement of support (of up to 400 words) relating to your personal circumstances and include it with your application, you may provide this statement here. This statement is entirely optional and is not necessary if you feel that your supervisor will be able to comment fully on any relevant personal circumstances.

You are free to decide who provides this statement but you might wish to consider approaching your College Graduate Tutor, your College Nurse, or your DRC Mentor (if applicable). Please request that the statement is sent to you in the body of an email.

If you do not want this support statement to be shared with your training grant holder, you may submit it directly to the Student Funding Team and the final decision-making Committee.

Please note that we may contact the person who has provided this statement to seek further information on its contents.

If you have already received a funded extension through the first round of ‘Phase 2’ funding and you are submitting a second application, please upload your original statement of support or you may provide an updated statement.

1. Statement submission (asked to all applicants)

* I am not including a statement of support relating to my personal circumstances.
* I would like to include a statement of support relating to my personal circumstances with this online application.
* I would like to include a statement of support relating to my personal circumstances, but do not want my statement of support to be shared with my training grant holder, and would prefer to submit this directly to the Student Funding Team and the final decision-making Committee

***(Where ‘I would like to include a statement of support as part of this online application’ is selected.)***

1. Full name of statement provider
2. Email address of statement provider
3. Please copy and paste the content of your support statement here:
4. For verification purposes, please upload a PDF of the email containing your support statement here

*Where possible, please upload your statement of support with a filename format of <Your Surname\_Your First name\_support> e.g. Smith\_Pat\_support*

If you experience any difficulties uploading a statement, you might need to try again a few times or change to a different browser. In the event that you are unable to upload a statement, please email it to: [UKRICovid19extensions@admin.cam.ac.uk](mailto:UKRICovid19extensions@admin.cam.ac.uk) and it will be attached to your application.

***(‘Where I do not want my statement of support to be shared with my training grant holder and would prefer to submit this directly to the Student Funding Team and the final decision-making Committee’ is selected.)***

**Applicant is taken to a page with the following message:**

**Statement of support (personal circumstances) – direct submission**

Please email your statement of support to: [UKRICovid19extensions@admin.cam.ac.uk](mailto:UKRICovid19extensions@admin.cam.ac.uk) by midday (12.00 UK time) on Wednesday, 30 June 2021.

**Form submission**

1. **Declaration** (asked to all applicants)

I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.

**[End of form]**

1. You can access UKRI’s full guidance at: <https://www.ukri.org/our-work/tackling-the-impact-of-covid-19/guidance-for-applicants-and-awardholders-impacted-by-the-pandemic/> [↑](#footnote-ref-1)
2. By ‘training grant holder’ we mean your DTP, CDT (in some cases this might be a lead in your Department/Faculty) or the Principal Investigator of the UKRI research grant that funds your studentship. [↑](#footnote-ref-2)
3. However, you may be studying at a different University by agreement with your Cambridge UKRI training grant holder. [↑](#footnote-ref-3)