

**Phase 2 Funding extension application for PhD students affected by the COVID-19 pandemic:**

**Externally funded students**

If you are funded by an external organisation, i.e. not by Lancaster University or the UKRI, and require an extension to your studies due to the COVID-19 pandemic, the University can support you in requesting a 3-month funded extension from your sponsor. To be eligible to request this support from the University you must meet the following criteria:

1. Your funding start date was prior to 1 March 2020;

3. Your ability to study has been affected by the COVID-19 pandemic;

4. You have not previously received a funded extension;

5. You have attempted to adjust and adapt your project with the support of your supervisory team, but you still require additional time for completion.

If you meet these criteria, you should complete this application form and return it to recordsenquiries@lancaster.ac.uk by 21st May 2021.

This process does not apply to self-funded students, but support is available through the [PGR Hardship Fund](https://www.lancaster.ac.uk/student-and-education-services/money/funding/pgr-hardship-fund) to students in financial difficulty as a result of the pandemic.

Applications will be reviewed by a multidisciplinary team on behalf of the Doctoral Academy, with representation from Student and Education Services, to ensure coverage from a range of academic disciplines and consideration of equality, diversity and inclusion issues.

If, after review, your application meets the criteria set out above, the University will then liaise with your funder to discuss their willingness to support a 3-month funded extension.

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| **SECTION 1: Personal details** |
| Name:  |       |
| Student Number:  |       |
| Department:  |       |
| Primary Supervisor:  |       |
| **SECTION 2: FUNDING INFORMATION** |
| Name of your funding organisation(s):  |       |
| Name and contact details for the key contact at your funding organisation:  |       |
| Stipend paid by funder in 2020/21 academic year: |       |
| Tuition fees paid by funder in 2020/21 academic year: |       |
| Funding start date:  |       |
| Funding end date:  |       |
| Please indicate whether or not you have already approached your funder regarding an extension to your funding, and what response you have received.  |       |
| **FUNDING EXTENSION DETAILS - Please indicate the reason for the funding extension** |
| □ Additional COVID-19 related caring responsibilities including childcare.  |
| □ Illness: illness (including mental health) related to COVID-19 |
| □ Lack of access to research resources and facilities |
| □ Interruption of data collection |
| □ Extended lack of supervision due to COVID-19 related activity |
| □ Other (please provide further details)       |
| **SECTION 3: STUDENT-SUPERVISOR JOINT STATEMENT** |
| **Please work with your supervisory team to provide details of why you require this extension to your funding with an explanation of the impact(s) the COVID-19 restrictions have had on your PhD. Please provide details of the approach taken to adapt and adjust your research and the reasons why additional time is still needed (500 words max).** |
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| **Student Signature**  |  | **Date:** |
| **Supervisor Signature**  |  | **Date:** |

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| **SUBMISSION** |
| Under General Data Protection Regulation, the University is required to obtain your consent for the Funding Extensions Panel to view the data you provide in connection with your application. By signing and submitting this extension application, the award-holder is giving permission for all relevant staff to have access to their documentation.**Please submit this form to** **recordsenquiries@lancaster.ac.uk** **by 21st May 2021.** |

**For office use only**

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| **DOCTORAL ACADEMY APPROVAL** |
| **Professor Chris Edwards,** **Director of the Doctoral Academy** |  |

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| Revised funding end date: |       |
| Revised maximum completion date |       |