



RCUK Policy Internships Scheme

Next Steps for Successful Applicants

Congratulations on being offered an RCUK Policy Internship! This document lists the next steps you must take to make arrangements for your internship. If you have any queries regarding any of the steps outlined below please send an email with the subject heading “PhD Policy Internships” to researchcareers@nerc.ac.uk.

Step 1 - Agree the dates for your internship:

Liaise with your internship host partner (**Annex C**), PhD supervisor, training grant holder and other relevant contacts within your Research Organisation to establish dates for the timing of your internship as soon as possible. When arranging the dates, please remember that the internship must commence before your PhD funding end date and must be completed before the end of the 2018 calendar year.

Step 2 – Inform relevant staff about your internship:

Prior to starting your internship, inform the relevant staff at your Research Organisation (i.e. your University or Research Centre) responsible for managing your training grant, in addition to academic staff who will be impacted by you undertaking this internship, such as your supervisor, and the relevant finance and/or administrative offices to ensure that:

- They are aware of the dates you intend undertake your internship.
- Your funding end date is extended by three months on Je-S Student Details. **N.B. this does not apply to BBSRC students.**
- For AHRC, EPSRC, ESRC, MRC, NERC and STFC-funded students, your expected PhD submission date is extended by three months on Je-S Student Details.
- Your PhD stipend and fees must continue to be paid by your Research Organisation as normal throughout your internship.
- You are informed how to claim for travel and accommodation expenses from your Research Organisation or internship hosting organisation up to a maximum of £2,400.00 for the duration of your internship (see **Annex A** and **Annex B**). Please note, expense claims must adhere to the [Research Council Travel, Subsistence And Expenses Policy](#).

Step 3 – Confirm and accept your internship:

Confirm that you accept your internship having agreed these dates with your PhD Supervisor, Research Organisation and your internship host organisation (see **Annex C**). There is no need to confirm internship dates with your Research Council.

Step 4 - Make travel and accommodation arrangements and confirm how to claim eligible expenses:

Prior to starting your internship, plan and confirm any necessary travel and accommodation arrangements, seeking advice from your internship host as necessary (see **Annex C**). When making these arrangements you should bear in mind that you will only be able to claim for expenses up to a maximum of £2,400.00 for the duration of your internship (see **Annex A**). Please note, expense claims must adhere to the [Research Council Travel, Subsistence and Expenses Policy](#).

As detailed in the Applicant Guidance, please confirm with your training grant holder and internship host organisation how your travel and accommodation expenses of up to £2,400.00 for the duration of your internship will be reimbursed.

NERC-funded students are required to complete a final expense claim (see **Annex A** and **Annex B**) upon completion of your internship. Please return your completed expense claim form via email to researchcareers@nerc.ac.uk.

Step 5 – Complete a RCUK Policy Internship feedback form:

Following completion of your internship you are required to complete a final report form within **one month** of your internship end date. The final report form can be downloaded from the [RCUK website](#). The information you provide on the form will be used by the Research Councils to identify success stories arising from these internships as well as any improvements that can be made to the scheme. Please return your completed report form via email to researchcareers@nerc.ac.uk.

Annex A. RCUK Expenses Guidelines by Research Council

A. AHRC Expenses guidelines

1. For AHRC students funded through a DTP or CDT training grant, AHRC expects the training grant award holder to continue paying the student their stipend and fees during the internship. The AHRC will agree reimbursement terms with the award holder and hosting organisation for the costs associated with the internship.
2. For AHRC students funded through CDA, BGP or BGP:CB awards or project students, AHRC expects the training grant award holder to continue paying the student their stipend and fees during the internship.
3. For both funding streams above, accommodation costs can **only** be claimed by students for whom it is necessary to relocate in order to undertake the internship.
4. All students are expected to use the most economical means available for both travel and accommodation and should ensure that claim amounts are not excessive for one person.
5. These costs will be covered by your Training Grant, so it is important to agree with your Research Organisation's finance office the best way to cover these costs prior to your internship. **It is the responsibility of the Training Grant holder and your Research Organisation's finance office to ensure that the funds necessary for you to undertake the internship are made available to you.**
6. For students who are not funded through a DTP/CDT, on receiving your completed expense claim details from your RO, AHRC will then reimburse your associated internship costs to your Research Organisation. To enable this to happen, we ask that you provide AHRC with an estimate of your travel and accommodation costs as soon as these are known. Once the internship has been completed, your RO must contact AHRC via email at researcher.development@ahrc.ac.uk to confirm the final costs. You must also retain all receipts, rental agreements etc., as they may be required for reconciliation.

B. BBSRC Expenses guidelines

Not applicable – applicants undertaking a DTP studentship will have their internship funded as their [PIPs internship](#). Applicants from the [CASE scheme](#) will have their internship supported from funds within their training grant. Please contact your grant holder if you have any questions.

C. ESRC Expenses guidelines

1. Accommodation costs can **only** be claimed by students for whom it is necessary to relocate in order to undertake the internship.
2. All students are expected to use the most economical means available for both travel and accommodation and should ensure that claim amounts are not excessive for one person.

3. These costs will be covered by the ESRC DTC in the first instance; therefore it is important to agree with your Research Organisation's finance office the best way to cover these costs in the short-term prior to your internship. Please contact your DTC nominated contact to discuss.

D. EPSRC Expenses guidelines

1. All initial expense claims should be claimed from your DTP/CDT/internship hosting organisation during your internship.
2. During your internship you should ensure your Research Organisation continues to pay your stipend and fees as normal.
3. If you have any questions regarding the claiming procedure, please email with the subject heading "Policy Internships" to EPSRCstudentshipqueries@epsrc.ac.uk.

E. MRC Expenses guidelines

Not applicable - the required costs (stipend extension, travel and accommodation where required) can be accessed through the [MRC Doctoral Training Partnership \(DTP\) Supplement](#) or other funds. No further supplements will be provided by MRC to support successful internships. Please liaise with your University on how to claim necessary expenses for this internship.

F. NERC Expenses guidelines

1. During your internship you should ensure your Research Organisation continues to pay your stipend and fees as normal.
2. All NERC students must complete and submit an expense claim form (see Annex B) for your university stipend and fees incurred during the three month internship period.
3. Travel and accommodation expenses of up to a maximum of £2,400.00 for the duration of your internship should be claimed in the first instance from (i) your Research Organisation if undertaking an internship at a parliamentary organisation (POST, RaISE, the National Assembly for Wales or SPICe); (ii) as agreed between your internship hosting organisation and doctoral training grant holder as appropriate.
4. NERC will then reimburse your Research Organisation/Training Grant holder for relevant costs upon receiving your completed expenses claim template. Please send a completed electronic copy of the Expenses claim template attached to an email with the subject heading "PhD Policy Internships" to researchcareers@nerc.ac.uk.

G. STFC expenses guidelines

1. STFC will transfer funds to your Research Organisation to cover an additional quarter payment for your stipend and fees. During your internship, you should ensure your Research Organisation continues to pay your stipend and fees as normal.
2. All expense claims should be claimed from your Research Organisation (i.e. University or Research Centre) during your internship. Your Research Organisation will be then reimbursed for these claims by STFC. Accommodation costs can only be claimed by students for whom it is necessary to relocate in order to undertake the internship. Once you have made your final expenses claim from your Research Organisation, please send a copy of all expenses claimed from your Research Organisation attached to an email to Studentships@stfc.ac.uk STFC will then reimburse your Research Organisation for this amount.
3. When reconciling costs, the Research Organisation should put all costs related to the RCUK Policy Internship under the heading "Other Costs".

Annex B. Research Council expenses claim templates

A. AHRC

Not applicable - see Annex A (A.) above.

B. BBSRC

Not applicable - see Annex A (B.) above.

C. ESRC

Not applicable - see Annex A (C.) above.

D. EPSRC

Not applicable - see Annex A (D.) above.

E. MRC

Not applicable - see Annex A (E.) above.

F. NERC (see Annex A (F.) for guidelines)

1. Student contact information (to be completed by all NERC students)

Name:

Email:

Telephone:

Research Organisation:

Doctoral Training or Research Grant reference:

2. Research Organisation finance/administration contact information (to be completed by all NERC students)

Name:

Email:

Telephone:

3. Internship host office information (to be completed by all NERC students)

Name of office:

Dates of internship:

4. Stipend and Fee amount (to be completed by all NERC students)

Total:

5. Accommodation and Travel Expenses (to be completed by NERC students based at a Parliamentary Organisation ONLY. Please note you will only be able to claim for expenses up to a maximum of £2,400.00 for the duration of your internship)

Total:

Send a completed electronic copy, subject heading “PhD Policy Internships” to researchcareers@nerc.ac.uk **after making your final expenses claim from your Research Organisation.**

G. STFC

Not applicable – see Annex A (G.) above.

Annex C: Research Council Policy Internship hosting partner contact details

	Hosting Partner	Contact Name	Contact Details
Parliamentary Hosts	Government Office for Science (GoS)	Neil Waby	Neil.Waby@go-science.gsi.gov.uk 03002006312
	National Assembly for Wales Research Service	Graham Winter	Graham.winter@assembly.wales 03002006312
	Northern Ireland Assembly Research and Information Service (RaISe)	Eileen Regan	eileen.regan@niassembly.gov.uk 028 905 21615
	Parliamentary Office of Science and Technology (POST)	BBSRC – Pete Border NERC – Jonathan Wentworth AHRC & MRC – Sarah Bunn EPSRC & STFC – Lydia Harriss	BORDERP@parliament.uk 020 7219 2876 WENTWORTHJ@parliament.uk 020 7219 2161 BUNNSK@parliament.uk 020 7219 1860 harrissl@parliament.uk 020 7219 8380
	Scottish Parliament Information Centre (SPICe)	Alasdair Reid	alasdair.reid@parliament.scot 0131 348 5375
Government Departments	Department for Education (Behavioural Insights Unit)	Elizabeth Castle	Elizabeth.Castle@Education.gov.uk 02076546356
	The Department for Culture, Media & Sport (DCMS)	Rachel Norris	Rachel.norris@culture.gov.uk 07515 701 408
		Frances Baker	Frances.Baker@culture.gov.uk 07482 225 782
	Her Majesty's Inspectorate of Constabulary (HMIC)	Dr Rosemary Murray	rosemary.murray6@hmic.gsi.gov.uk 020 3513 0545
	HM Courts and Tribunals Service (HMCTS)	Karen Tan	karen.tan@hmcts.gsi.gov.uk 020 3334 3694
	Home Office	Phil Weale	Phillip.Weale1@homeoffice.gsi.gov.uk 0207 0353034
	Natural England	Rebecca Lodge	Rebecca.lodge@naturalengland.org.uk 02080 265861
Northern Ireland Housing Executive	Andrew Frew	andrew.frew@nihe.gov.uk 02895982332; 02890240588	

	Public Health England (Behavioural Insights Team)	Amanda Buntin	Amanda.buntin@phe.gov.uk 07900 688 009
	Scrutiny Unit (House of Commons)	David Lloyd	lloyddr@parliament.uk 020 7219 8370
	The Office of the Sentencing Council	Pamela Jooman	Pamela.jooman@sentencingcouncil.gsi.gov.uk 0207 071 5774
	The Youth Justice Board	Robert Street	Robert.street@yjb.gsi.gov.uk 020 3334 0791
Non-Governmental Bodies, Learned societies and Other Organisations	Centre for Science and Policy (CSAP)	Jackie Ouchikh	jo225@cam.ac.uk
	Food Standards Agency	Jane Ince	jane.ince@foodstandards.gsi.gov.uk 0207 276 8344
	Joint Nature Conservation Committee	Jason Weeks	Jason.weeks@jncc.gov.uk 01733 866802
	Scottish Environment Protection Agency (SEPA)	Peter Singleton	peter.singleton@sepa.org.uk 01786 457700
	The Royal Society	Debbie Howes	debbie.howes@royalsociety.org 02074512554
	The Royal Society of Biology	Laura Bellingan	laura.bellingan@rsb.org.uk 020 7685 2560
	Waste & Resources Action Programme (WRAP)	Tom Quested	tom.quested@wrap.org.uk 01295 817890