**UKRI Policy Internships Scheme**

**Internship and Funding Permissions Form**

This form requires the signature of the applicant, the applicant's lead supervisor and the training grant holder and should be completed and uploaded as part of the online application form. Where necessary, electronic signatures are acceptable.

**Internship permissions**

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| **This section is to be completed by the applicant:**  I confirm that I am eligible to apply to this opportunity, the content of this application is correct and that I have sought the appropriate permissions from my lead supervisor to undertake this policy internship. | |
| **Name (please print):** | |
| **Signature:** | **Date:** |

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| **This section is to be completed by the lead supervisor:** | |
| I confirm that the information within this form is correct. If this application is successful, I give my permission for the above applicant to undertake a three-month policy internship. | |
| **Name (please print):** | |
| **Signature:** | **Date:** |

**Funding permissions**

**In all cases, this section is to be completed by the training grant holder** (the training grant holder is a member of staff at the student’s Research Organisation who is responsible for the grant that funds the studentship – normally this will be a contact from a Doctoral Training Partnership or equivalent Research Council training structure)**.**

Policy Internships are supported through different mechanisms depending on the Research Council which is funding the student. Please read the information relevant to the Research Council which funds the studentship and complete the appropriate section. For the purposes of applying to this scheme, students funded through UKRI Centres for Doctoral Training in Artificial Intelligence should follow the eligibility criteria and funding details for EPSRC grants.

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| ***For AHRC students:***  I confirm that the above information is correct. I understand that AHRC expects the award holder to continue paying the student their stipend and fees during the internship. The studentship will be extended for three months to accommodate this internship. In line with AHRC’s Training Grant Funding Guide, when the AHRC funding continues during an internship or placement, it is not possible to extend the submission date. The internship opportunity will be supported as part of the Student Development Fund (SDF). Where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400, with the exception of the Parliamentary Office of Science and Technology, Senedd Research, Northern Ireland Assembly, and the Scottish Parliament Information Centre. Students undertaking internships at one of these host partners will be required to access travel and accommodation costs from other sources, such as the relevant training grant. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |

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| ***For BBSRC students:***  I confirm that the above information is correct. I understand that 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. BBSRC does not offer any extension to the studentship funded period for this internship. Where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400, with the exception of the Parliamentary Office of Science and Technology, Senedd Research, Northern Ireland Assembly, and the Scottish Parliament Information Centre. Students undertaking internships at one of these host partners will be required to access travel and accommodation costs from other sources, such as the relevant training grant. Any shortfall in funding will need to be met by the cash limit of the training grant. BBSRC does not offer any extensions in any of the above scenarios. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |

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| ***For ESRC students:***  I confirm that the above information is correct. I confirm that the stipend and fee costs can be accessed through the student’s ESRC Doctoral Training Partnership (DTP). The studentship must be extended by three months to accommodate the internship. Where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400, with the exception of the Parliamentary Office of Science and Technology, Senedd Research, Northern Ireland Assembly, and the Scottish Parliament Information Centre. Students undertaking internships at one of these host partners will be required to access travel and accommodation costs from other sources, such as their DTP. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |

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| ***For EPSRC students:***  I confirm that the above information is correct. I understand that EPSRC will expect the award holder to continue paying the student their stipend and fees during the internship. The studentship must also be extended for three months to accommodate this internship. These costs must be met from the relevant training grant. Where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400, with the exception of the Parliamentary Office of Science and Technology, Senedd Research, Northern Ireland Assembly, and the Scottish Parliament Information Centre. Students undertaking internships at one of these host partners will be required to access travel and accommodation costs from other sources, such as the relevant training grant. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |

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| ***For MRC students:***  I confirm that the above information is correct. I confirm that stipend and fee costs can be accessed through the MRC Doctoral Training Partnership (DTP) Supplement or other funds. The studentship must also be extended for three months to accommodate this internship. Where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400, with the exception of the Parliamentary Office of Science and Technology, Senedd Research, Northern Ireland Assembly, and the Scottish Parliament Information Centre. Students undertaking internships at one of these host partners will be required to access travel and accommodation costs from other sources, such as the relevant training grant. No further supplements will be provided by MRC to support successful internships. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |

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| ***For NERC students:***  I confirm that the above information is correct. I understand that NERC will expect the award holder to continue paying the student their stipend and fees during the internship. The studentship must also be extended for three months to accommodate this internship. For students funded through training grants that started before 2019 or research grant associated studentships, the student will be required to submit a claim form for these costs to NERC. NERC will then arrange for the Research Organisation to be reimbursed. For students funded through training grants that started in 2019 or after, these costs must be met from the existing training grant. Where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400, with the exception of the Parliamentary Office of Science and Technology, Senedd Research, Northern Ireland Assembly, and the Scottish Parliament Information Centre. Students undertaking internships at one of these host partners and who are funded through training grants that started before 2019 or research grant associated studentships should include these travel and accommodation costs on their claim form submitted to NERC following the completion of the internship. NERC will then arrange for the Research Organisation to be reimbursed. For students funded through training grants that started in 2019 or after, these costs must be met from the existing training grant. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |

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| ***For STFC students:***  I confirm that the above information is correct. I understand that STFC will expect the award holder to continue paying the student their stipend and fees during the internship. The studentship must also be extended for three months to accommodate this internship. STFC will transfer funds to the Research Organisation to cover these costs. For students hosted by the Government Office for Science, where required, eligible travel and accommodation costs will be supported by the host partner up to a maximum limit of £2,400. For students hosted by the Parliamentary Office of Science and Technology, where required, travel and accommodation expenses up to a maximum of £2,400 will be paid by STFC to the Research Organisation. | |
| **Name (please print):** | **Training Grant Reference Number:** |
| **Signature:** | **Date:** |