

A student's guide to dealing with the AHRC application process.

1. Start at least 3 months before the deadline.
2. Download all the forms from the AHRC site and READ ALL the instructions. (This will take a while but it's very necessary).
3. Talk to your referees and make sure that they are both happy to be your referees and if they'll be available in the weeks approaching the deadline.
4. Check with the Office as there will be an internal University deadline some time prior to the actual AHRC deadline.
5. Find out who is writing the Institutional statement, as it's not always the Head of Department. Ask them when they will need to receive the forms.
6. Make a timetable and know when your form must progress to each stage.
 - i. request Degree and Postgraduate Results forms
 - ii. complete your statement
 - iii. pass to 1st referee
 - iv. pass to 2nd referee
 - v. pass to person completing institutional statement
 - vi. pass to Department of Music Office
 - vii. Your form will now be sent to the Graduate Research Office who will send in on to the AHRC
7. Allow time for discussion and amendment of your statement with your proposed supervisor and note that you may be working on this for several weeks. Check the guidelines to help you write it.
8. Make sure everyone knows who the form's going to next and when it should reach the next person.
9. In addition to the main form you will also need to complete a Degree Results (and if applicable, Postgraduate Results) Form. You need to request these well in advance (at least a month prior to the deadline) and check back to make sure they are processing your request.
10. Competition is fierce for these grants: in 2007 only 25% of those applying were successful. To boost your chances your statement must put you and your research proposal in the very best light: do not be modest: sell yourself!

GOOD LUCK