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| Document Title | PGR Funding Management: Sample text for email to student and supervisor  |
| Audience | PGR / CDT Admin |
| Document Owner | PGR Funding Management Project |
| Document Author(s) | Clare Wood, Stephen Chipp, Stuart Renshaw |
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Dear all

I am writing to inform you that a new activity task has been created for <insert student name here>. The activity code is:

**<insert activity code here>**

**<insert further details here e.g. B07 – £2500.00 RTSG Budget (01/10/16 – 30/09/19)>**

**Supervisor:** Please follow the ‘My Manchester’ link below to view the budget and current expenditure on this account.

The attached document explains how you can view your project’s finances through Project Finance.  Project Finance is accessed via a link in the Teaching and Research tab of [My Manchester](https://my.manchester.ac.uk/).  As well as providing summaries of expenditure, budgets and commitments to date at overall and task level, the system also allows you to ‘drill down’ to the transactional level.

**Student:** Please see attached RTSG guidance and Fee/Expense Claim guidance.

If you have any queries regarding the account, please feel free to contact me.

Kind Regards,

<insert PGR / Finance contact details here>