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| Document Title | PGR Funding Management: PGR Admin Communications |
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| Document Owner | PGR Funding Management Project |
| Document Author(s) | Cath Dyson |
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## PGR Admin Communications

Please see <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/intro/> for an overview of the the PGR Funding Management Project. Below you will find more details of the processes and roles and what you need to do as a PGR / CDT Administrator

#### 1 Process maps

* 1. There is a process map for ‘[**Set up and activate activity code**’](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/activitycode/)
	2. There is a process map for each of the following as part of ‘[**Approval of expenditure RTSG /** **consumables**](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/expenditure/)’
* iProc and Egencia expenditure
* Expenditure on PR7 / PR4A / PR4Bs
* Reviewing expenditure
	1. There is a process map for each of the following as part of ‘[**Implications of change in circumstances including re-registration / progression’**](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/progression/)
* Interruptions
* Extensions
* Student discontinues / withdraws
* Change in model of attendance
* Progression

#### 2 Roles

2.1 Are you involved in ‘[**Set up and activate activity code**’](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/activitycode/)**?**

The key roles are below

|  |  |
| --- | --- |
| **Role** | **Example tasks** |
| Activity Code (/ amendment to code) requestor | * Member of PGR Admin requesting the set-up of an activity code

Please note there is now a standard template ‘Activity Code Request Form PGR’ which must be used to request a P code set up |
| Activity Code creator (/ amender) | * Member of Finance setting up Activity code
* Sending the Oracle Activity Code to the Activity Code requestor
 |

* 1. Are you involved in ‘[**Approval of expenditure RTSG /** **consumables**](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/expenditure/)’**?**

The key roles are below

|  |  |
| --- | --- |
| **Role** | **Example tasks** |
| Approver in iProc and Egencia | * Receive request from iProc and Egencia
* Check the request is from the correct student, with the correct task code, what the balance of the account is and is the expenditure eligible
 |
| Budget holder | * Check the request on a PR7 / PR4A / PR4 B is from the correct student, with the correct task code, what the balance of the account is and is the expenditure eligible
 |
| Authorised signatory | * Countersigns PR4A and PR4Bs
 |
| Code Reviewer | * Does regular quarterly review of each tasks code, checking eligibility of expenditure
 |

* 1. Are you involved in ‘[**Implications of change in circumstances including re-registration / progression’**](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/progression/)?

The key roles are below

|  |  |
| --- | --- |
| **Role** | **Example tasks** |
| Awards Manager | * For approved extensions request extension to funding or source alternative funding
* Notify funder of a student who has discontinued / withdrawn
 |
| Eligibility Checker | * Checking funder regulations for eligibility for student interruptions and extensions
 |
| JeS Admin (Programme) | * For RCUK funds only update JeS within one month of a student extension / change in mode of attendance
 |
| Student Records Manager (Finance) | * Amend payment schedules on Campus Solutions
* Request SSC update tuition fees
 |
| Student Records Manager (Programme) | * Record interruptions on Campus Solutions
* Update Campus Solutions if a student withdraws or
 |
| Student Records Manager (Progression) | * Check if a student has progressed
* Email student / supervisor / PGR Director to inform of non-progression and impact on payment
 |

Find out which roles are involved in which processes - [PGR Funding Management: Process Roles](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29398)

Find out what systems a role needs, what documentation is available and what training is required - [PGR Funding Management: Summary of Roles and Skills, Documentation and Training required for the Role](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29399).

For full range of tasks review individual process maps available from the supporting guidance, see below.

#### 3 Guidance

There is supporting guidance to ensure that all staff with a role in the process of PGR Funding Management are clear what tasks need to be done, how to complete tasks and where you can get help / further information.

See: <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/>.

#### 4 What you need to do

1. Review the details above
2. Review the process maps (see above link) to identify your role(s)
3. Confirm which role(s) you are responsible for, [PGR Funding Management: Process Roles](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29398) and what systems, documentation and training are required [PGR Funding Management: Summary of Roles and Skills, Documentation and Training required for the Role](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29399).
4. Identify if you have any systems access or training needs and discuss with your line manager
5. Use the process maps and documentation when delivering the PGR Funding Management process
6. Feedback on amendments, corrections or additions to the process maps or supporting documentation

All documentation is available from <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/>

#### 5 How to feedback

Between now and 9th December 2016 please feedback any comments on the process, the process maps, process documentation or communications using the [feedback survey](https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?SurveyID=n21Hlm3K) at [https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=n21Hlm3K](https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?SurveyID=n21Hlm3K). The project team will be reviewing the process and your feedback in January 2017.

You may receive further communications depending on your specific role.