

**Biotechnology and Biological Sciences Research Council  
(BBSRC) Studentship Management**

**Guidance on internal processes and procedures for  
administrative and finance staff**

September 2010 (applicable for the 2010/11 academic year)

Research Office Graduate Education Team

## CONTENTS

<b>1.</b>	<b>Faculties receiving BBSRC Doctoral Training Grant (DTG) funds</b>	<b>3</b>
<b>2.</b>	<b>General grant management</b>	<b>3</b>
2.1	University and faculty contacts	3
2.2	Document management	3
<b>3.</b>	<b>Types of training award</b>	<b>4</b>
3.1.	Doctoral Training Grant (DTG)	4
3.2.	Industrial CASE Partnership	4
3.3.	Targeted Priority	4
3.4.	Masters Training Grant (MTG)	4
<b>4.</b>	<b>Allocation procedures</b>	<b>4</b>
<b>5.</b>	<b>Value and payment of studentships</b>	<b>5</b>
<b>6.</b>	<b>Disability Support Allowance (DSA)</b>	<b>6</b>
<b>7.</b>	<b>Maternity/adoption pay</b>	<b>7</b>
<b>8.</b>	<b>Sick pay</b>	<b>7</b>
<b>9.</b>	<b>Further support</b>	<b>7</b>
<b>10.</b>	<b>Student transfers</b>	<b>7</b>
<b>11.</b>	<b>Financial management</b>	<b>8</b>
11.1.	Payment to the University	8
11.2.	Financial Expenditure Statement	8
<b>12.</b>	<b>Record management</b>	<b>9</b>
<b>13.</b>	<b>Submission surveys</b>	<b>10</b>
<b>14.</b>	<b>Terms and conditions particular to BBSRC DTGs</b>	<b>10</b>
<b>15.</b>	<b>Flow diagram – lifetime of a BBSRC DTG</b>	<b>11</b>
<b>16.</b>	<b>Useful contacts involved in BBSRC DTG management</b>	<b>12</b>

## 1. FACULTIES RECEIVING BBSRC DOCTORAL TRAINING GRANT (DTG) FUNDS

Faculty receiving the highest portion of BBSRC studentship funding:

- Life Sciences

Other faculties that receive BBSRC funding:

- Engineering and Physical Sciences
- Medical and Human Sciences

## 2. GENERAL GRANT MANAGEMENT

### 2.1 University contact and faculty contacts

- **University contact for DTG enquiries:** Anna Lawless

#### Faculty of Life Sciences

- **Administrative lead:** Anna Lawless
- **Financial lead:** Karen Hall
- **Others:** Karen Stuart (Finance), Jackie Jolly (student fee & stipend payments on Campus Solutions / RTSG and travel allowance transfers); Louise McCarthy (submission data).

Additional management responsibilities fall within EPS & MHS as they also receive BBSRC DTG funding:

#### Engineering and Physical Sciences

- **Administrative lead:** Lee Wilkinson.
- **Finance lead:** Helen Whall

#### Medical and Human Sciences

- **Administrative lead:** James Power (student fee & stipend payments on Campus Solutions/RTSG transfers).
- **Finance lead:** Phil Cheetham

### 2.2 Document management

Records of the following documents are held within the Faculty of Life Sciences (certain documents will also be held within the University Graduate Education Team (GET) and other Faculties):

- Grant Award Letters
- Start certificates
- Payment schedules
- List of awardees
- Offer letters
- Studentship nomination / acceptance forms
- Allocation of maternity and sick pay
- Allocation of RTSG and travel funds
- DTG CASE paperwork

- BBSRC eligibility for funding
- BBSRC postgraduate handbook
- BBSRC DTG FAQs
- DSA claims
- Je-S nomination records
- Submission surveys
- General correspondence
- FES records including summary of overall income/spend.
- Start certificates
- Remittances
- Payment schedules
- FES records including financial transactions and ledger reports

### **3. TYPES OF TRAINING AWARD**

#### **3.1 Doctoral Training Grant (DTG)**

Quota of 3 or 4 yr studentships awarded via competition every 3 years of which 25% of studentships must be CASE awards. Funding is for 3 years of intake and spans 6 academic years (e.g. 2006-12); strategically allocated across faculty. Projects are scrutinised to ensure they fall within the BBSRC strategic areas.

#### **3.2 Industrial CASE Partnership**

Single studentships awarded to individual PIs who have formed a link with industry. The partner pays a minimum top-up to the student's stipend (£2,500 p.a.) and a minimum contribution to consumables (£1,400 p.a.). Students are expected to spend between 6-18 months at the partner institute.

#### **3.3 Targeted Priority**

One or more awarded via annual competition in subject specific areas.

#### **3.4 Masters Training Grant (MTG)**

Awarded via competition every 3 years for specific MSc/MRes courses. Funding is for 3 years of intake.

### **4. ALLOCATION PROCEDURES**

Generally, BBSRC allocate funding to individual schools or applicants based on specific calls for studentship funding via competition (DTGs, MTGs, Targeted Priority, Industrial CASE partnership).

Award letters detailing the amount and quarterly profiled payments over the duration of the DTG along with the starting certificate are sent to the successful grant holder. This is usually the primary contact named on the application for funding and could be an administrator or an individual academic PI. A copy is also sent to the University finance office.

Award letters are usually received between February – June depending on the scheme, for start in the following October. The acceptance and starting certificates (which are normally included with the offer letter) must be returned not more than 28 days and 42 days respectively after the start date shown on the award letter.

Where individual academics applying for studentship funding are successful, we need to ensure that:

- The relevant graduate office is informed that an application will be submitted by the deadline to help applicants prepare and submit the application through JeS.
- The graduate office checks and provides generic text and student/financial data to ensure consistency of applications submitted from within the Faculty.
- The graduate office is informed of the outcome
- The graduate and finance offices receive copies of the award letter and arrange for the start certificate to be signed and returned by post
- The graduate and finance offices hold copies of the acceptance certificate
- FA account code is opened
- SSC contacts for financial awards and fees are notified to enable the FA account to be set-up in Campus Solutions

An 'FA' account code is opened for each DTG award. This allows expenditure and income remittance on dozens of individual DTGs to be monitored more easily.

Remittance is receipted from the central finance office and transferred to DTG accounts each quarter starting from October.

## 5. VALUE & PAYMENT OF STUDENTSHIPS

DTGs provide the minimum level of stipend and fees as announced in advance by RCUK in April each year.

For 2010/11

Fees :	£3,466
Stipend:	£13,590
RTSG:	£1,000
Travel:	£500 (over duration of an FLS studentship)

Most BBSRC funded students receive the minimum stipend levels as outlined above; however, some competitions have provided an enhanced stipend rate of £2,000 p.a.

Many non-UK EU students qualify for a full fees and stipend studentship (normally if they have been ordinarily resident in the UK for the previous 3 years). Other non-UK EU students normally qualify for fees only awards.

The Student Services Centre (SSC) is notified of all new FA account codes and the SSC set these up on Campus Solutions. Once on the system, SSC are only involved in posting payments against the FA account if there is a problem with the system.

In FLS, students are normally paid monthly as this makes it easier to reclaim overpaid costs or rectify errors. Stipend and tuition fee payments for all students paid by a RC award are inputted onto Campus Solutions by the graduate office (Jackie Jolley FLS).

An RTSG allocation (£1000 p.a. per student) is paid with the DTG. RTSG is earmarked for each student's research training/ project expenses and is expected to be supplemented by the supervisor's research grants. In FLS, the transfer of annual RTSG to supervisor accounts is arranged by the graduate office (Jackie Jolley), in conjunction Research Management Accounts (Karen Hall).

FLS also pay BBSRC students a conference/ travel allowance, usually £500 over the period of the programme. This money is ring-fenced within the DTG by the Faculty. PhD students can apply for their travel allowance at the most appropriate time of their PhD by submitting an application form to the graduate office.

Refunds: the graduate office will write to the student by email to request over payments. If there is no response a letter is sent by registered post. Reclaimed funds are rolled back into the DTG allowing them to be re-directed towards supporting additional studentships.

In FLS, students are informed of terms and conditions for payment of their studentship in their funding letter (sent after offer has been accepted). Administration of DTG awards is outlined in more detail in the PGR handbook. They are also sent a studentship acceptance form which they must sign and return to Graduate Office, stating that they accept the BBSRC terms and conditions of the award.

## **6. DISABILITY SUPPORT ALLOWANCE (DSA)**

BBSRC will support DSA for any DTG funded student who, because of their disability, is obliged to incur additional expenditure in connection with their postgraduate training. Awards will only be considered once a student has discussed their training needs with the University Disability Support Office and undertaken a formal needs assessment. All needs assessments for the University of Manchester are conducted by Access Summit.

Where a student is funded from two Councils' DTGs, the application will be considered by the Council which is acting as the majority funder.

The DSO normally provides funds in advance and a claim is then submitted to BBSRC. If approved, BBSRC sends remittance to university which is paid into relevant school DTG account. It is not always clear when funds have been paid in advance by DSO, claims made to BBSRC or reimbursement from BBSRC received by the University. DSO can be out of pocket due a lack of communication.

The process could be clearer regarding roles and responsibilities:

- DSO to inform the graduate office when a student has applied for DSA
- DSO to inform graduate office of funding paid up front (equipment, services, etc)
- DSO to inform graduate office when a claim has been submitted to BBSRC
- Finance office to inform graduate office of 'non-scheduled' DSA remittance received
- Graduate office to instruct transfer of funds back to DSO if appropriate

## **7. MATERNITY/ADOPTION PAY**

In FLS, students are informed of eligibility for maternity/adoption pay and links to main University policy via the PGR handbook. Application for an interruption is made to the graduate office via a special permissions form. Students are eligible to receive 6 months stipend at the current rate.

See also the University's Maternity, Adoption and Paternity Pay Policy for Funded Postgraduate Research Students at <http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changetodegrees/>.

## **8. SICK PAY**

In FLS, students are informed of eligibility for sick pay and links to main University policy via the PGR handbook. Application for an interruption for sickness absence is made to the graduate office via a special permissions form. Students are eligible to receive 3 months stipend at the current rate.

## **9. FURTHER SUPPORT**

Students are eligible to apply for a Policy Placement for up to 3 months. A fully-funded extension is provided by BBSRC. Students are paid during the placement from the DTG and then a retrospective claim is made to BBSRC on the FES for the additional costs. In FLS, students are required to provide a copy of their application form to the graduate office and inform the office if they are successful so that the appropriate changes to their student record can be made. See:

[http://www.bbsrc.ac.uk/business/people\\_information/policy\\_placements.html](http://www.bbsrc.ac.uk/business/people_information/policy_placements.html)

BBSRC is also considering implementing a professional placement scheme for PhD students. Details have not yet been announced.

## **10. STUDENT TRANSFERS**

DTGs will not be amended to take account of the transfer of a student from one Research Organisation to another or from one department to another within the Research Organisation. Transfers may be arranged where they are essential to the student's training e.g. when a supervisor is moving, and should be by agreement between the Research Organisations concerned. Research Council expects that the arrangements for such a transfer would include the relevant funds.

## **11. FINANCIAL MANAGEMENT**

### **11.1 Payment to the University**

The BBSRC financial year runs from 1 April – 31 March. Large DTG (quota /CASE) awards normally run for 6 years. Individual targeted priority DTGs run for 4 years. MTGs run for 3 years. Profiled payments are made to the University finance office quarterly. The first payment is normally received by 1 October of the grant start date.

In FLS, the Research Management Accountant (Karen Stuart) is responsible for transferring BBSRC remittance to school/faculty FA account codes.

### **11.2 Financial Expenditure Statement**

BBSRC send a template by email in August of the final year on the grant (Je-S not used) to the DTG grant holder and to the University finance office. The FES return is completed and submitted on an Excel spreadsheet by 31 December.

The submission deadline of 31 December is automatically generated as 3 months after the DTG end date. It is possible to require an extension on account of the Christmas holiday period.

The BBSRC DTG FES is not reported directly from Je-S, so there is no correlation between the FES and Je-S data (unlike EPSRC). The FES spreadsheet requires a total summary to be provided of fee, stipend, RTSG, other – travel, sick, maternity, DSA spend per student.

The FES has to be returned within 3 months of the grant end date with a Head of Faculty Finance signature.

Information is required on an individual student basis:

- Student name
- Funding start date
- Funding end date
- % FTE
- Total stipend cost
- Total fee cost
- Total RTSG cost
- Total conference/fieldwork cost
- Total other costs (sick, maternity etc)

FLS is responsible for BBSRC FES submissions on behalf of the University. So far, the only return in 2009 (2 grants = £5M) has been from FLS, but this activity will grow as DTGs awarded to other faculties reach grant end.

A clear process which defines roles and responsibilities needs to be in place:

- Identify contacts in other schools and ensure an active communication network is established
- Identify all grants, value and respective FES deadlines
- Plan a series of FES meetings around respective deadlines
- Create good business practise to ensure that the accounts are monitored at frequent intervals: income, transactions, errors, journals, ledger reports.



- Establish sign-off mechanism

The above will ensure that any variance against planned spend can be highlighted early and rectified as necessary.

FES reconciliation should start in earnest in June/July when there is limited remaining spend anticipated against the DTG ahead of its expiration at the end of September. A breakdown of fee/stipend/RTSG/other- travel, sick, maternity /DSA spend is provided by Karen Stuart based on transactions recorded in Oracle against the appropriate FA codes. Each FES account will then be forwarded to school administrators and accountants to check and amend the final details before return by the submission deadline.

## 12. RECORD MANAGEMENT

The following information is requested on Je-S when submitting details on a funded DTG student researcher:

- Personal information – name, address, contact details, DOB, gender, ethnic origin, nationality, disability
- Alternative contact details (if applicable)
- Degrees(s) (grade, institution, subject) and relevant experience
- Training dates: appointment date, end date, expected thesis submission date
- Termination details
- Funding details – FTE, amount of stipend, fees, RTSG, % funding from RC
- Project details – including short description of work
- Classification /subject details
- Ethical information on project
- Research Organisation – information on supervisor(s), School and record of DTG grant reference number with start and end dates
- Project Partner (if applicable) - supervisor details and funding
- HUSID
- NUMHUS
- Start year
- Reference

These details must be submitted on Je-S within one month of a student starting or by mid-November for October starts. Failure to provide this information may result in sanctions being imposed on future DTA payments by the EPSRC. FLS collects Je-S details on a form which is sent to the student with their DTG funding letter. The form can be returned by email and allows us to cut and paste into JeS before the student registers.

Before projects are entered on Je-S, they must be checked, ideally by a academic, to ensure they fit within BBSRC remit. BBSRC have recently returned project descriptions to be updated where they have been identified (probably based on a key word search) not to meet BBSRC criteria.

Staff must create an account on Je-S themselves and then request access to the required areas of Je-S by contacting Laura Short in the Research Office.

### 13. SUBMISSION SURVEYS

Thesis submission details are requested in January each year via a web based portal. Around 4 weeks are allowed to coordinate and submit the return.

In FLS, Louise McCarthy inputs the data and Anna Lawless oversees the FLS submission. The final return is signed-off by the central graduate education team (Liz Venn).

MTG submission details are currently collected via Je-S together with students who have Je-S records starting 2007. Pre-2007 records not on Je-S are currently collected via the web portal.

- PhD submitted date (dd/mm/yyyy)
- Qualification awarded
- Masters submitted date (dd/mm/yyyy)
- Awarded date (dd/mm/yyyy)
- Reason not awarded
- Reason for non submission

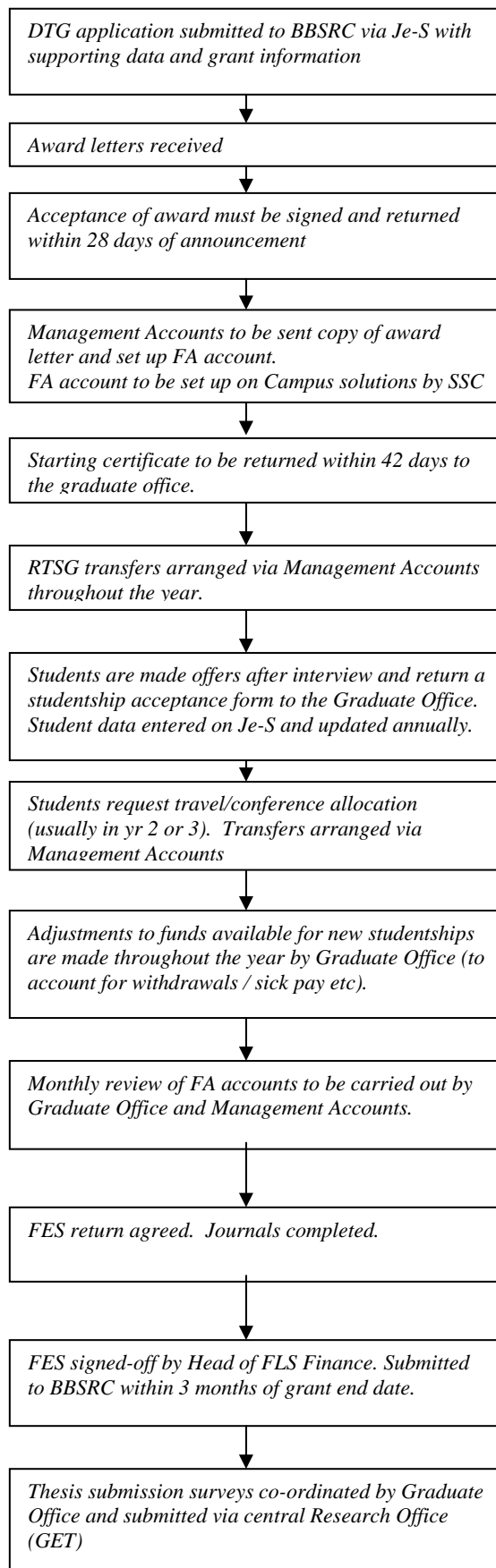
### 14. TERMS & CONDITIONS PARTICULAR TO BBSRC DTGS

50% rule - where a student is eligible for a full award, studentships may be part-funded from the DTG and part from another source, but in all cases of part funding *at least 50%* of the total cost (where a stipend is awarded) over the lifetime of the studentship should be funded from the DTG of a single Council. NB: the University has been informed that from October 2010 all Research Councils will have the same terms and conditions, including the 50% rule, but a written communication confirming this had yet to be received at the time this guidance was published. However, under the new terms and conditions the 50% rule will remain unchanged for BBSRC DTAs.

CASE awards specified within a DTG - where a Quota DTG is awarded with a specification of the annual number of studentships which should be created as CASE awards, the Research Organisation must ensure that at least the required number is created.

See: <http://www.bbsrc.ac.uk/funding/studentships/quota.html> (for terms and conditions, studentship handbook and FAQs).

15. FLOW DIAGRAM -- LIFETIME OF AN BBSRC DTG (FLS EXAMPLE)



## 16. USEFUL CONTACTS INVOLVED IN BBSRC DTG MANAGEMENT

### GENERAL QUERIES

- Anna Lawless, University contact: [anna.lawless@manchester.ac.uk](mailto:anna.lawless@manchester.ac.uk)

### FACULTY

#### FLS

- Anna Lawless, Administrative Lead: [anna.lawless@manchester.ac.uk](mailto:anna.lawless@manchester.ac.uk)
- Karen Stuart, Finance Lead: [karen.stuart@manchester.ac.uk](mailto:karen.stuart@manchester.ac.uk)

#### MHS

- James Power, Administrative Lead: [james.k.power@manchester.ac.uk](mailto:james.k.power@manchester.ac.uk)
- Philip Cheetham, Financial Lead: [philip.cheetham@manchester.ac.uk](mailto:philip.cheetham@manchester.ac.uk)

#### EPS

- Lee Wilkinson, Administrative lead: [lee.wilkinson@manchester.ac.uk](mailto:lee.wilkinson@manchester.ac.uk)
- Helen Whall, Finance lead: [Helen.Whall@manchester.ac.uk](mailto:Helen.Whall@manchester.ac.uk)

### STIPEND PAYMENTS

- Patrick Ryan, Student Funding & Financial Support, Student Services Centre: [patrick.ryan@manchester.ac.uk](mailto:patrick.ryan@manchester.ac.uk)

### TUITION FEE PAYMENTS

- Jennifer Burgess, Senior Registration & Fees Officer, Student Services Centre: [Jennifer.Burgess@manchester.ac.uk](mailto:Jennifer.Burgess@manchester.ac.uk)

### DISABILITY SUPPORT

- Audrey Williams, Disability Support Office: [audrey.m.williams@manchester.ac.uk](mailto:audrey.m.williams@manchester.ac.uk)

### JE-S ACCESS

- Laura Short, Research Operations Officer: [Laura.s.short@manchester.ac.uk](mailto:Laura.s.short@manchester.ac.uk)

### USEFUL WEBSITES

**Biotechnology and Biological Sciences Research Council (BBSRC)**  
(studentships section):  
<http://www.bbsrc.ac.uk/funding/studentships/studentships-index.aspx>

**Research Councils UK (RCUK)** (studentships section):  
<http://www.rcuk.ac.uk/rescareer/rcdu/postgradtrain.htm>

**Je-S** (the online system used by the Research Councils to record the data of students receiving studentship funding):  
<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?cookies=yes>