

Personal Research Allowance – 12-13

SALC will annually offer all eligible staff (see below) a research allocation, with the specific amount announced at the start of the academic year. This can be spent on a broad remit of activity (in addition to research-related travel).

Eligible staff:

Due to the limited nature of the budget the eligibility criteria remains strict and includes only the following:

- Academic staff on permanent or fixed term lecturing contracts.
- Externally funded research fellows and research assistants attached to externally funded research projects (not Simon and Hallsworth fellows; these fellowships have separate research expenses attached to them).

The Research Office will have a list of all eligible staff in its possession at the start of the academic year. The names on these lists have all been checked with the relevant Research Coordinators. If you have any uncertainty as to whether or not you are eligible for the basic allocation please check with your Research Coordinator in the first instance prior to incurring any research related expenses for which you may later wish to claim.

The definition of eligible fellows is below:

1. *Research fellows are members of academic staff who hold specific awards on the basis of their own research record or research proposals. Examples of such fellowships are Research Council Fellows (senior, advanced and post-doctoral) and Royal Society Research Fellows and Professors.*
2. *A fellowship should be awarded to a named individual in recognition of independent research achieved or proposed, rather than being awarded to the research project on which an individual is employed. Fellowships should only be recorded as such when they are periodically subjected to significant expert peer review (including competitive review), generally involving an input from outside the institution. Fellowships are often for a fixed term, typically three or five years. Funding for these awards comes from a range of sources outside the institution, but can be channelled through it so that the individual remains an employee of the institution.*

Staff will be allocated the amount as per their contract entitlement e.g. a 0.5fte member of (eligible) staff will be entitled to one-half of a full basic allocation.

Those not eligible for the basic allocation:

1. Teaching assistants (GTAs) and others who hold small contracts with the School/University, and are also researchers, for example as postgraduate students or recent research graduates
2. Teaching Fellows
3. Honorary staff
4. Emeritus staff
5. Visiting fellows

NB the Research Directorate reserves the right to make all final decisions on eligibility. Any appeals will be heard through the formal channels.

New Staff:

Please note that new (eligible) members of staff are entitled to a pro rata amount of the basic travel allowance depending on when in the year they were appointed (i.e. in semester two, one-half of the full basic allocation will be available).

The Basic Allocation

Amount:

The specific amount will be determined following annual confirmation of the School's Research Budget. The allocation for 2012-13 is £600.

Purposes of Fund:

1. The purpose of the School's Personal Research Allowance allocation is to support colleagues wishing to attend scholarly conferences or to carry out research visits to libraries, galleries, museums, archives or research sites OR
2. For colleagues who require support to complete a publication or requiring small amounts of teaching relief or research assistance to complete a project OR
3. For colleagues wishing to organise a conference* at Manchester and who wish to pool their basic allocations. (e.g. if set at £600p/p, three colleagues could decide to use their £1,800 to fund a small-scale conference/seminar/workshop)* OR
4. For colleagues who require support towards the costs of performances, installations, recording, etc. of research works OR
5. For colleagues who require specialist software or research equipment not otherwise available through University support**

* All conferences may be costed and planned in liaison with the School Conference Office, although the cost of this service must be covered by the conference itself.

** Please note the funds may NOT be used to purchase books.

Eligible Costs

Eligible travel costs:

1. All forms of research travel are eligible for support from this fund, including conferences, visits to museums, archives, galleries, libraries, archaeological and other sites, live performances, and networking, provided in each case that there is a clear benefit to the traveller's research.
2. Costs covered include travel, accommodation, meals and appropriate fees (e.g. at conferences). **IT IS NOT POSSIBLE TO CLAIM FOR EXPENSES NOT LISTED IN THIS POLICY.**
3. **PLEASE ENSURE THAT ALL CLAIMS FOR EXPENSES RELATING TO BASIC ALLOCATION ARE SUBMITTED TO THE RESEARCH OFFICE WITH ALL RELEVANT RECEIPTS WITHIN 3 MONTHS OF THE ACTIVITY TAKING PLACE. THERE IS NO GUARANTEE THAT CLAIMS SUBMITTED AFTER THAT DATE WILL BE REPAID. THIS IS A UNIVERSITY CENTRAL FINANCE RULE.**

Eligible research support costs:

1. Publication costs, including reproduction/copyright costs, procurement of translations, indexing.
2. Small amounts of research assistance, such as reference-checking, proof-reading, large-scaling photocopying of articles, etc.
3. Contributions towards the costs of performances/installations etc. of research works
4. Specialist software not otherwise available
5. Small amounts of replacement teaching
6. Any other reasonable purpose

Eligible conference costs:

1. Costs associated with the conference venue (room hire, media equipment, portering).
2. Delegate fees, accommodation and travel for plenary speakers.
3. Publicity, refreshments, conference packs etc.

Conference hosting:

1. For staff who decide that they wish to use some or all of their basic allocation towards hosting a conference, the Research Office will require a code from which the basic allocation amount can be transferred into. It will not be possible to claim for any conference expenditure without a specific code.
2. Staff wishing to host a conference may contact the school's Conference Administrator (based in the Martin Harris Centre) in the first instance and from there they will be directed as to how to get a code for the conference created by the school Finance Office.
3. Once the code for your conference has been generated please contact the Research Office via email with it indicating the amount of the basic allocation due to be transferred.
4. The Research Office will then liaise with the Finance Office regarding the transfer of the basic allocation into the conference code.
5. If the event has been run through the Conference Administrator, then all conference related claims should be submitted via the Conference Administrator and NOT the Research Office.

Procedure for claiming funds awarded:

1. For reimbursement of expenditure from the Personal Research Allowance allocation, staff should complete the normal university claim form. The form is available under the staff portal purple tab on the Staffnet.manchester.ac.uk web page. Open the portal with your normal user name and password then proceed to my services and then expenses on line. https://my.manchester.ac.uk/uPortal/render.userLayoutRootNode.uP?uP_sparam=activeTab&activeTab=4&uP_root=u22l1n39
2. Please complete the form, print it and send it - **together with original receipts** - to the Research Office, for authorisation and onward transmission to Finance for payment.
3. All claims (reimbursement forms) must be received by the Research Office within 3 months of the activity taking place.
4. All monies allocated to an individual member of staff will have to be accounted for, and their expenditure will be monitored by the Research/Finance Offices. An annual report of expenditure on research travel will be produced and presented to the Research Committee.
5. All conference related claims should have their own individually generated code – see page 3, paragraphs 1-4 under 'Conference hosting'.

6. If the event has been run through the Conference Administrator, then all conference related claims should be submitted via the Conference Administrator and NOT the Research Office.
7. Any expenditure relating to travel or any other research activity due to take place in August CANNOT be claimed from the budget of the previous academic year. Instead it will have to come from the following year's entitlement, the amount of which will be unknown until announced at the first Research Committee of that academic year.
8. For further information relating to submitting claims please refer to the document 'Guidance for submitting expenses claims' (prepared by the Finance Office) which can be found on the Research Office website:
<http://www.currentstaff.arts.manchester.ac.uk/research/>
9. All monies allocated to an individual member of staff will have to be accounted for, and their expenditure will be monitored by the Research/Finance Offices. An annual report of expenditure on research travel will be produced and presented to the Research Committee.

It is not necessary to inform the Research Office of your intention to use your basic allocation and instead it is expected generally that all eligible staff will make use of it. However, if for whatever reason you know that you will not be using yours then please notify the Research Office at the earliest opportunity. Any staff who have not submitted a claim for their basic allocations by March of each academic year will be written to asking if they intend to spend it.

Finally, please note that the fund is only available for activity and expenses occurring up to the **31st July of each academic year.**

Contacts:

Linzi Stirrup (linzi.stirrup@manchester.ac.uk) will administer the funds for colleagues in the following Divisions:

- **Art History, Drama and Music**
- **Archaeology, Religions and Theology, Classics & Ancient History**
- **English, American Studies & the Centre for New Writing**
- **History**

Fiona Daniel (fiona.daniel@manchester.ac.uk) will administer the funds for colleagues in the following Divisions:

- **Language-Based Area Studies**
- **Languages and Intercultural Studies**
- **Linguistics & English Language**