

## Personal Research Allowance

SALC offers all current eligible research contracted staff an annual Personal Research Allowance (PRA). This can be used for eligible costs. This financial year 20/21 PRA went live – 16<sup>th</sup> October 2020, so PRA funds can be considered/reviewed to be paid, as per pre-approval and eligibility from this date onwards and not earlier.

Please note: PRA is subject to fluctuation in value from year to year, and sums claimed can only be claimed against the allowance for the year in which they have been spent. The allowance during 2020-2021 is £750. Claims against this amount have to be made normally within 5 weeks of the expenses being incurred. PRA cannot be reimbursed for funds in excess of the allowance, or in advance.

### **Eligibility:**

Eligibility criteria are as follows:

- Current academic staff on permanent, or fixed-term teaching and research contracts.
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- Part time eligible PRA staff will receive a pro rate PRA allowance for the year.
- New eligible PRA staff will receive a pro rate allocation depending on when they started their role within SALC.
- **Ineligible staff** - Simon & Hallsworth Fellows, Post-Doctoral Fellowship holders where separate research expenses are attached to the award e.g. British Academy postdoctoral fellowships, Leverhulme Early Career Fellowships or Marie Curie Fellows, and RAs working on, or attached to, a grant with a PI or COI. Any Research Fellows working on or supporting a funded project are not eligible for PRA. Teaching assistants, those with teaching focussed contracts and Honorary staff, Visiting Fellows, Honorary staff, Casual staff and Emeritus staff are not eligible for PRA.
- In any dispute over the payment of PRA, the Director of Research will make all final decisions.

If you have any uncertainty as to whether or not you are eligible for the basic allocation please check with SALC Research Office [salc.research@manchester.ac.uk](mailto:salc.research@manchester.ac.uk) **prior to incurring any research related expenses.**

### Eligible Costs include:

**The University Travel policy must be followed and booked via key Travel-**  
<https://www.staffnet.manchester.ac.uk/salc/policies-guidance/research/>

1. Research travel for 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 linked to their work at the University of Manchester.
2. Costs covered include reasonable standard class travel, accommodation, meals and appropriate fees (e.g. at conferences).
3. Publication costs, including reproduction/copyright costs, procurement of translations, indexing.
4. Small amounts of research assistance, such as reference-checking, proof-reading, large scaling photocopying of articles, etc.
5. Contributions towards the costs of performances/installations etc. of research works directly linked to your research at the University of Manchester.
6. Specialist software not otherwise available, but directly linked to your research at the University of Manchester.

**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.
4. For staff wishing to use some or all of their basic allocation towards hosting a conference, the Research Office will require a code to which the basic PRA allocation amount can be transferred. In this case it will not be possible to claim for any conference expenditure without a specific code. The individual will need to acquire the conference code from School Finance Office.

**For Budgeting purposes - PLEASE ENSURE THAT ALL ELGIBLE CLAIMS FOR EXPENSES (correct receipts attached) are submitted on MY View within 5 weeks of the expenditure being spent and incurred of the activity taking place. There is no guarantee that late claims will be repaid.**

Due to financial year-end (31 July), **if eligible PRA claimants have any expenses to claim then they must be submitted by Monday July 5<sup>th</sup> 2021**, to allow the expenses - with the correct receipts and forms filled in to be processed by the year-end deadline. **Anything submitted after 5<sup>th</sup> July may not be processed in time for the end of current financial year.**

It is the individual's responsibility to keep track of their PRA expenditure and their remaining balance. Any overspend will have to be paid back to the School.

## **Spend and activity must be incurred within the same financial year.**

### **Ineligible costs:**

1. Purchase of books, laptops, iPads, mobile phones, tablets, chargers, maintenance of personal websites. IT Equipment or office furniture.
2. Personal welfare costs.
3. Personal meals or any kind of personal subsistence and groceries outside the remit of your research work or activity.
4. Personal travel outside your research work or activity.
5. Alcohol cannot be paid for (although subsistence whilst on research may be paid for).
6. Any expense forms submitted with incorrect receipts or with no receipts attached will either be returned or may not be processed.
7. Teaching materials or teaching related costs will not be paid.

## **Procedure for claiming funds awarded**

1. For reimbursement of expenditure from the Personal Research Allowance basic allocation, staff should complete the university online claim form, which can be found by logging into [My View](#) this is located on Staffnet under Essential Links. The relevant training material can be accessed at this link [Training](#). You will need to know the relevant project code or account code your expenses are going to be charged to. Please indicate the relevant academic year in the Dates of Claim section of the claim form and attach a **copy of the original receipts and SLT approval** in the attachment section. This is a new process and all claims will be virtually sent for authorisation.

**Currently please note that any expenditure needs to be pre-approved by the Senior Leadership Team (SLT) at this time. The pre-approval must take place prior to you incurring any expenses.** The approval will need to be attached in the claim attachments section along with the receipts. Please email the Research Office- [salc.research@manchester.ac.uk](mailto:salc.research@manchester.ac.uk) with the details of the expenses to obtain the pre-approval, this will need to be done at least 2 weeks prior to the expenses being incurred to allow for turnaround of the request/SLT approval. **No expenses should be incurred without pre- approval.**

2. All claims must be submitted on My View within 5 weeks of the activity taking place.
3. 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.
4. All conference related claims should have their own individually generated code see above under Conference hosting.
5. All conference related claims should be submitted via your Conference Administrator and NOT the Research Office.
6. 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.

7. For further information relating to submitting claims please contact the Research Office and a member of the team will be able to provide advice and guidance.
8. 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.