

Guidance on Research & Scholarship Allowances (RSA)

SoSS will offer all eligible staff a research & support allowance each year, the amount of which will be set as part of the annual budget setting round. For the academic year 2023/24 this is set at £2,000 per FTE Teaching and Research/ Teaching and Scholarship/ Teaching only. If you leave or join the University during the academic i.e. you only work one semester the amount is halved.

This can be spent on research-related/ pedagogic or teaching related activities which are defined below.

Eligible Staff

Staff that are eligible for a Research & Scholarship Allowance/ (RSA)*

<i>Hours</i>	<i>Salaried</i>	<i>Type of contract</i>	<i>Category of contract</i>	<i>FTE amount per annum (pro-rated if not a full year in post)</i>
Full/part time	Core funded	Permanent & fixed term	Teaching & Research	£2,000
Full/part time	Core funded	Permanent & fixed term	Teaching & Scholarship	£2,000
Full/part time	Core funded	Permanent & fixed term	Research	£2,000
Full/part time	Core funded	Permanent & fixed term	Teaching Only	£2,000
Full/part time	Research grant funded	Fixed term	Researchers	CDA – <i>not usually eligible for RSA – research activity funded from grant unless not included and staff wish to build an independent research profile</i>

*Lecturers, SLs, Readers & Professors

Staff who are directly funded by research grants are **NOT USUALLY** eligible for a school-funded allowance. Their research activity should be funded from the Grant which they are paid from. However, if the grant does not support this/ or you are trying to build an independent research profile there is another scheme [Career Development Allowance](#).

The purpose of the allowances

For those on Teaching and Research contracts it will **normally** imply research activity, for those on Teaching and Scholarship or Teaching Only it will **normally** imply pedagogic research, or other activities supporting teaching which includes research for research

led teaching and/or the student experience.

Essential goods or services which can be funded from allowances:

- Attendance at academic conferences (in person or on-line).
- Transcription or similar costs towards completing a research paper.
- Contribution towards organising a conference in Manchester. This can be transferred into a conference finance code in order to subsidise conference costs.
- Facilitation of research-related meetings or seminars (in person or on-line). This can be in-support of research networks or groups.
- Accommodation and travel to carry out empirical or desk-based research (e.g. library archives).
- IT software not otherwise provided by the University which is required for research or teaching (this might also include subscriptions/licenses). This has to be purchased through central University IT services so as to take advantage of any discounts the University can obtain but charged to your RSA account.
- IT hardware where a specialized laptop is needed e.g. for running large data sets. RSA cannot be used to purchase a laptop in addition to a desk top for convenience, all staff can opt to have a laptop rather than a desk top with a hub at their desk. RSA can fund the top-up of upgrading the University standard laptop to an enhanced model. All laptops have to be purchased via IT Services.
- Subscriptions to a professional body if part of a virtual conference package. Please note HMRC rules around eligible professional subscriptions (see below*).
- Casual research assistance - please note that advice **must** be sought from [Departmental Administrators](#) in the first instance on the methods to do this in order to comply with rules regarding tax and preventing illegal working.
- Books (a maximum spend of £250). Separate journal subscriptions, unrelated to subscription to a professional body, are **NOT** eligible).
- Business cards (standard Manchester format only).

Guidance for travel, accommodation and subsistence

- Any travel and accommodation requirements associated with individual research or teaching support must be booked through Key travel [here](#).
- Standard class only should be booked for rail and air travel, unless there is a compelling reason and the Head of School has pre-authorised.
- Accommodation no more than approximately £100 per night.
- Breakfast up to £12, Lunch up to £15, Dinner up to £35.
- Avoid mini-bar purchases where you can and if unavoidable (late arrival) the details of the purchase should be itemised and an explanation provided.
- The University will pay for one alcoholic drink per night, (single glass of wine or a

pint of beer. This rule applies regardless of the source of funding. In addition, when overseas staff must comply with the local laws on the consumption of alcohol.

- There would be flexibility around the guide prices above depending upon the location e.g. Dubai would generally be more expensive and Mexico less expensive/ London would be more expensive and Sheffield less expensive.

Other information

- Research & Scholarship Support Allowances in some Departments are top sliced by the Head of Department, please check with your HoD if this affects your allowance.
- Each member of staff eligible will be given their own P code to charge expenditure to, this can be obtained from your department administrator or the School Finance Office.
- The cut-off for expenditure is 31st July each year which is the University's financial year end. If you are travelling just before, or over, financial year end then please inform the School Finance Office who can ensure that the expenditure comes from the correct budget year.
- IT hardware requires approval from Head of School.
- Any expenditure which is not deemed to be related to research activity or scholarship activity should not be funded through the Research & Scholarship Allowance.

*** Subscriptions**

HM Revenue and Customs (previously the Inland Revenue) publish a list of those professional societies and learned bodies whose subscriptions they will accept as a valid business expense - see:- <http://www.hmrc.gov.uk/list3/index.htm>

The general rule is that all expenditure must be for *bona fide* University business. Personal subscriptions are liable to tax and national insurance deductions if they are not listed on this website, and, in any event, any subscriptions will only be paid for using University money with the prior agreement of the Head of School.

Latest Version:

04/2024

Next Review: 04/2025

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