RTSG

If you have a query regarding your **eligibility for RTSG**, please check the [RTSG guidelines](https://nwssdtpacuk.files.wordpress.com/2017/08/nwssdtp-research-training-support-grant-guidance2.pdf) on the NWSSDTP website. For further clarification, please check with the Liverpool NWSSDTP office, nwwsdtp@liverpool.ac.uk, as they approve RTSG spend.

Please note that if you are booking accommodation overseas using your RTSG funds, **you should not book through Airbnb** because the [University of Manchester insurance policy for students](http://documents.manchester.ac.uk/display.aspx?DocID=29191) does not cover unregulated accommodation. Airbnb is also not recommended by the University for UK purposes. If you are staying in unregulated accommodation, we recommend that you purchase your own insurance policy.

If you are travelling overseas for any purpose, please ensure you have supervisor approval and check whether you need a [risk assessment](http://documents.manchester.ac.uk/display.aspx?DocID=38313).

Funding approval

If you have recently had **funding approval** **for participant vouchers, transcription costs, an OIV, fieldwork**, or an **internship**, please note that the processing time for this funding is approximately **2-3 weeks**. Please also note that any connected programme interruption or extension requires secondary approval from your School, so your funding will not be processed until this approval is confirmed.

If you have recently had **funding approval for an event**, and would like to order catering, please select from the menus at <http://www.tastemcr.com/> and confirm the date, time, location and order. We will forward the details to Taste Manchester with the account code once it has been set up for your event.

Expense process

Other related **expenses** such as participant travel can be claimed for through a [PR7](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8287) or a [staff expense claim](https://my.manchester.ac.uk/staffportlet/expenses/), depending on the status of the person claiming. If you are distributing PR7s for event attendees to submit directly to ourselves, please add the name of the event to the form for ease of processing on our end.

Guidance for claims can be found on <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28615>. Please allow 1 week for authorisation, and **at least 1 month for reimbursement**. Following authorisation, we submit the form(s) on your behalf to HR for processing. [Please see their deadlines and processing times here](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32977). Expense claims should be **submitted to HR within 3 months of expenditure** with **original receipts**; if claims do not meet this criteria, reimbursement cannot be guaranteed.

Please direct any further queries not answered above to manchesterqueries-NWSSDTP@manchester.ac.uk.