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**School of Social Sciences**

**Diversifying the Curriculum – Funding Application Form for Semesters 1 & 2 2022/23**

**As part of our commitment to Equality, Diversity and Inclusion, the School has funds available to be spent from 1 August 2022 to 31 July 2023 inclusive to assist with the following projects to further diversify our curriculum during the financial year 2022/23.**

Applications are welcome for funding to cover the following:

* **Employing a PGR or GTA to help with the revision of existing reading lists.**
	+ If a current GTA undertakes the work then payment will be via a [PR5 form](https://www.staffnet.manchester.ac.uk/finance/travel-expenses/expenses/).
	+ If the work is carried out by a current student as a [casual employee](https://www.staffnet.manchester.ac.uk/social-sciences/), then a CAS1 approval form has to be completed and approved.

*Important:*

* + - Work cannot commence until a casual contract has been issued and the current student has submitted their ID and other required information to People & Organisational Development (P&OD) Services - **please allow for this in your timeline/planning**.

*Example:*

* + - From 1 August 2021, the hourly rate for employing a casual to research/review reading lists was £15.34/hour. Your budget would have to also cover the costs of employer’s national insurance contributions, holiday pay and the government apprenticeship levy. Based on the rate of £15.34, £283.16 would pay for 15 hours of casual work. ***The pay scale rates have not yet been published for 1 August 2022 onwards - note that the hourly pay rate will increase.***
* **Guest speakers to diversify teaching content.**
	+ - Reasonable travel and subsistence reimbursed (via [PR7 claim form](https://www.staffnet.manchester.ac.uk/finance/travel-expenses/expenses/)).
		- Modest fees for activity delivered online. See [Finance Information guidance](https://documents.manchester.ac.uk/display.aspx?DocID=49117) for Policy and guidance relating to payments (<https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/>).
* **Encouraging student participation in the co-production of knowledge.**
* **Developing activities with students to help raise awareness on diversity for topics covered by your module.**

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| Name(s) |  |
| Email(s) |  |
| Discipline area |  |
| Name of Module |  |
| UG |  |
| PGT |  |
| Is this an existing module? |  |
| How many students will this module be delivered to? |  |
| What is the timetable for delivery? |  |
| Please provide a brief overview of your proposed project: |
| Please briefly outline the activities planned, including any innovative features of the approach**:** |
| What outcomes do you expect? |
| How will the proposed activities be embedded/sustained in the future?  |
| Total budget requested (£300 maximum)  |  |
| Please provide a full breakdown of budget requested in the financial year indicated above: |
| Approved by: Date: |  |

Please return your completed application form to soss.socialresponsibility@manchester.ac.uk no later than **30 June 2022**.