

PDS PGR Network Fund

Guidance

Thank you for your successful application to the PDS Network Fund, we are here to support you and help your network to flourish!

Please see the handy resources below to help you manage your network:

Expenditure

- Your spends can be reimbursed via PR7 or PO.
- To claim expenses via PR7, please complete the form [here](#) and return to pds@manchester.ac.uk.
- You'll need to provide all relevant receipts to meet the University's financial policy.

OR

- To raise a PO for a supplier, please contact pds@manchester.ac.uk, the RDRD team will then pick this up and update you as and when your PO is approved so it can be invoiced by your supplier.
- *If you would like to enquire about a one off payment etc., please contact pds@manchester.ac.uk or georgina.hall-2@manchester.ac.uk.*

Room bookings

- To book space on campus, you'll need to go through Central Teaching Spaces, cts@manchester.ac.uk.
- A room catalogue is available [here](#) to help you find a suitable location.
- Kro Bar is also available for social events you may hold, they can be contacted at krobar@kro.co.uk. Please copy pds@manchester.ac.uk into any correspondence.

Catering

- To arrange catering, you'll firstly need to check if your campus space allows food & drink. You can check this via the room catalogue by filtering the room search.
- Menus are available [here](#).
- To book, contact Georgina Hall (georgina.hall-2@manchester.ac.uk), with your numbers, dietary requirements, room booking and delivery time. RDRD can then authorise the spend and request the catering order for you.

If you have any general questions or concerns, please get in touch with Georgina Hall, Postgraduate Research Coordinator – georgina.hall-2@manchester.ac.uk.