

## Personal Research Allowance 2024-2025

The School of Arts, Languages and Cultures offers all current eligible Teaching and Research-contracted (T&R) staff an annual Personal Research Allowance (PRA). This can be used for eligible costs from 1<sup>st</sup> August 2024, for the financial year 24/25 (01<sup>st</sup> August 2024 – 31<sup>st</sup> July 2025).

The allowance for 2024-2025 is £1,300 (pro rata). For colleagues on probation the allowance is £1,700 (pro rata). **Please contact the School Office via [SALC\\_Personalresearchallowance@manchester.ac.uk](mailto:SALC_Personalresearchallowance@manchester.ac.uk) for your PRA code.**

### 1. Eligibility

#### Eligible staff:

- Current academic staff on permanent, or fixed-term **teaching and research contracts**.
- Part time eligible staff will receive a pro rata PRA allowance.
- New eligible staff will receive a pro rata 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);
- RAs working on, or attached to, a grant with a PI or COI ; RAs departmentally based;
- Research Fellows working on or supporting a funded project; teaching assistants;
- Academic staff on T&S contract;
- Honorary staff; Visiting Fellows; Casual staff; Emeritus staff.

If you have queries about eligibility please contact [SALC\\_Personalresearchallowance@manchester.ac.uk](mailto:SALC_Personalresearchallowance@manchester.ac.uk) **prior to incurring any research related expenses**. Please note that in any dispute over the payment of PRA, the School Director of Research will make all final decisions.

#### Eligible Costs:

1. Research travel for conferences, visits to museums, archives, galleries, libraries, archaeological and other sites, live performances, and networking, provided that there is a clear benefit to the traveller's research linked to their work at the University of Manchester. Costs covered include reasonable standard class travel, accommodation, meals and appropriate fees (e.g. conference registration). Please note: The University Travel policy must be followed and booking should be made via Key Travel- <https://www.staffnet.manchester.ac.uk/salc/policies-guidance/research/>
2. Publication costs, including reproduction/copyright costs, procurement of translations, indexing.
3. Small amounts of research assistance, such as reference-checking, proof-reading, large scaling photocopying of articles, etc.
4. Contributions towards the costs of performances/installations etc. of research works directly linked to your research at the University of Manchester.
5. Specialist software not otherwise available, but directly linked to your research at the University of Manchester.
6. Contribution to conference hosting, in particular:
  - a) Costs associated with the conference venue (room hire, media equipment, portering).
  - b) Delegate fees, accommodation and travel for plenary speakers.
  - c) Publicity, refreshments, conference packs etc.

7. Purchase of book up to £100. Normally, books should be ordered via the Library. Only research-related books/primary sources are eligible.

Please note the following:

If you wish to use some or all of your PRA towards hosting a conference, the School Office will require an account code to which the PRA amount can be transferred. Please contact the School Finance Office [SALCFinance.manchester.ac.uk](mailto:SALCFinance.manchester.ac.uk) for your conference code. **Please note that it will not be possible to claim for any conference expenditure without a specific account code.**

#### **Ineligible costs:**

1. Purchase of laptops, iPads, mobile phones, tablets, chargers, maintenance of personal websites. IT Equipment or office furniture. Any [IT](#) or research website costs need to go through the relevant channels in line with any updated guidance on Staffnet.
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 (although subsistence whilst on research may be paid for).
6. Teaching materials or teaching related costs.

## **2. Compliance/Risk Assessment Procedure**

- i Consult the University's [Travel risk assessment flowchart](#) to ensure plans are covered by the generic risk assessments.
- ii Confirm travel plans with line manager.
- iii Complete a [pre-travel risk assessment declaration](#) .

The online form will automatically be sent to the staff member, staff member's line manager, and [compliance.salc@manchester.ac.uk](mailto:compliance.salc@manchester.ac.uk)

## **3. Procedure and important notes for claiming PRA Expenses**

### **• Staff Expenses**

The online staff expenses claim form can be found by logging into [My View](#) on Staffnet.

### **• Fees (PR7, PR5) and External Expenses (PR7) claims**

These forms can be found on Staffnet.

Please ensure that claims due for payment by July 2025 (end of), are received by the School Office by the end of June (exact date tbc).

### **• One-off payments, Purchase Order Requests, Credit Card Expenditure Payments**

Please contact the School Office via the PRA email for details of such payments.

Please ensure that payment types as listed above are received by the School Office by the beginning of July (exact date tbc).

Please note the following:

- PRA cannot be reimbursed for funds in excess of the allowance, or in advance. PRA Expenses claimed can only be claimed against the allowance for the year in which they have been spent. Spend and activity must be incurred within the same financial year.
- All conference hosting related claims should have their own individually generated code (see above under Conference hosting).
- All conference hosting related claims should be submitted via your Conference Administrator.
- Any expenditure relating to travel or any other research activity due to take place from August 2025 CANNOT be claimed from the 24-25 allowance. Instead they will be charged to the following year's PRA.

#### 4. Guidance for Booking Travel

- Travel **must** be booked via KeyTravel. Contact details for KeyTravel are:
- For coding or access issues, please contact the University of Manchester travel helpdesk: [travel.helpdesk@manchester.ac.uk](mailto:travel.helpdesk@manchester.ac.uk) Telephone: 0161 3068284
- If you need assistance with the online booking tool, please contact the online support team: [online@keytravel.com](mailto:online@keytravel.com) 0207 843 9673. The UoM dedicated reservation team can be reached at [UoM@keytravel.com](mailto:UoM@keytravel.com) 0161 8199797
- Please ensure that your travel follows the [SALC Policy for Sustainable Business Travel](#)

#### 5. Guidance for employing short-term Research Assistants/Associates (RAs)

1. PRAs can be used to cover payment of Research Assistants/Associates, usually via a one-off PR7 payment. Please contact the School Office via the PRA email well in advance of RA start date who will advise on the appropriate payment method and processing instructions.
2. The School's P&OD Partner, Christopher Ford ([christopher.ford@manchester.ac.uk](mailto:christopher.ford@manchester.ac.uk)), is available to advise on appropriate RA grades. Generally postgraduate RAs are paid at Grade 5 and postdoctoral at Grade 6.

#### 6. Responsibility for PRA

**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. All monies allocated to an individual member of staff will have to be accounted for, and their expenditure will be monitored by the School Finance Offices.**

Please address any queries to [SALC\\_Personalresearchallowance@manchester.ac.uk](mailto:SALC_Personalresearchallowance@manchester.ac.uk) and a member of the School Office team will provide further advice and guidance.