# **Additional Financial Contribution (AFC) Application Process**

Can the request be met within the School budget?

No

Consultation with FLT and VD R&I as appropriate

For studentships consult the AD PGR2

Start

AFC includes requests for equipment and/or investigator time only?

Process managed separately as detailed in the [guidance](https://documents.manchester.ac.uk/display.aspx?DocID=73442)

Draft AFC case for support. Coordinated by RDMs in conjunction with RS to develop costings.1

Yes

RDM coordinates with Head of Faculty Estates, Space Management Committee and relevant HoSO

AFC includes space commitment?

No

RDM to submit AFC case to HoSO, HoS, HoD and HoSF. Cases to be submitted as early as possible and at least 4 weeks prior to bid submission deadline

Advice and indicative costings provided

AFC includes in-scope costs (e.g., students, consumables, pump-priming funds, service contracts, staff/technician time, new posts)

Yes

Decision communicated to PI

AFC case submitted to HoSF for signature

RDM to send AFC case to RS, at least 3 days prior to bid submission deadline

RS, RDM and PI to discuss budget options for part funded awards working with HoS

Funder decision received

Award granted in full?

RS upload AFC case to Pure application record

PI to inform RDM, RS and HoSF. RS to update Pure record3

End

Yes

Yes

No

Yes

No

AD PGR = Associate Dean for Postgraduate Research

FLT = Faculty Leadership Team

HoD = Head of Division

HoS = Head of School

HoSF = Head of School Finance

HoSO = Head of School Operations

RDM = Research Development Manager

RS = Research Services

VDR&I = Vice Dean for Research & Innovation

1 RS require 12 weeks notice, as per the standard protocol.

2Studentships should only be requested from the AD PGR if the School is unable to support.

3RDMs to inform Doctoral Academy of any awarded studentships regardless of funding source (School and AD PGR)