

## Personal Research Allowance 2025-2026

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 2025, for the financial year 25/26 (01<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026).

The allowance for 2025-2026 is £1,300 (pro rata). For colleagues on probation the allowance is £1,700 (pro rata). **Please contact [School Operations](#) 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 based on the start of their contract in 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 MSCA Fellowships);
- PDRAs and 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.**

#### 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). See below about Travel Policies.
2. Publication costs, including reproduction/copyright costs, procurement of translations, copyediting, indexing.
3. Small amounts of research assistance, such as reference-checking, proof-reading, large-scale photocopying, etc. See below about employing RAs.
4. Contributions towards the costs of performances/installations etc. of works linked to research projects at the University of Manchester.
5. Specialist software not otherwise available, but directly linked to research at the University of Manchester.
6. Purchase of books up to £100. Normally, books should be ordered via the Library. Only research-related books/primary sources are eligible.
7. Contribution to conference or workshop 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. Please note: in the case of most conferences the PRA would need to be transferred to a conference code for costs associated to organising a conference. Please contact the [School Finance Office](#) for the code.

#### Ineligible costs:

1. Purchase of laptops, iPads, mobile phones, tablets, chargers, maintenance of personal websites, IT equipment or office furniture. Any IT purchase should follow the [guidelines](#).
2. Personal welfare costs.
3. Personal meals or any kind of personal subsistence and groceries outside the remit of research work or activity.
4. Personal travel outside research work or activity.
5. Alcohol (although subsistence whilst on research-related travel may be paid for).
6. Teaching materials or teaching related costs.

## 2. 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 2026 (end of), are received by School Operations **by the end of June 2026**.

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

Please contact [School Operations](#) for advice. Please ensure that payment types as listed above are received by the School Operations by the beginning of July 2026.

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.**
- Normally conference hosting related claims should be submitted via the [Conference Teams](#)
- Any expenditure relating to travel or any other research activity due to take place from August 2026 **CANNOT be claimed from the 25-26 allowance**. Instead, they will be charged to the following year's PRA.

## 3. Guidance for Travel

- The [University Travel policy](#) and the [SALC Policy for Sustainable Business Travel](#) must be followed.
- Before booking any travel the following compliance/risk assessment procedures must be followed:
  - 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)
- Travel **must** be booked via KeyTravel. Contact details for KeyTravel are:

For coding or access issues, please contact the University of [Manchester travel helpdesk](#):

Telephone: 0161 3068284

If you need assistance with the online booking tool, please contact the [online support team](#): 0207 843 9673. The [UoM dedicated reservation team](#) can be reached at 0161 8199797

#### **4. 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 School Operations via the PRA email well in advance of RA start date who will advise on the appropriate payment method and processing instructions.
2. Please contact School P&OD Partner, [Catherine Tann](#), for advice on appropriate RA grades. Generally postgraduate RAs are paid at Grade 5 and postdoctoral at Grade 6.

#### **5. 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. Expenditure will be monitored by the School Operations Team.**

Please address any queries to [SALC\\_Personalresearchallowance@manchester.ac.uk](mailto:SALC_Personalresearchallowance@manchester.ac.uk)