Personal Research Allowance 2026-2027

The School of Arts, Languages and Cultures offers all current eligible Teaching and Research-contracted (T&R) staff an annual Personal Research Allowance (PRA).

Eligible costs can be claimed from 1st August 2026 to 31st July 2027 for the 2026–2027 financial year. The allowance for 2026–2027 is £1,300 (pro rata). For colleagues on probation, the allowance is £1,700 (pro rata).

Staff are reminded that although they may draw on their allowance at their own discretion for bona fide research activities eligible under the rules below, they should have in mind the need to ensure value for money for the School.

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;
- Other research-only staff funded by external bodies;
- Honorary staff; Visiting Fellows; Casual staff; Emeritus staff.

If you have queries about eligibility, please contact SALC_Personalresearchallowance@manchester.ac.uk **before incurring any research-related expenses.**

Eligible Costs:

- Research travel for conferences, visits to museums, archives, galleries, libraries, archaeological and other sites, live performances, and networking, if 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.
- Publication costs, including reproduction/copyright costs, procurement of translations, copyediting, indexing.
- Small amounts of research assistance, such as reference-checking, proofreading, and large-scale photocopying of articles. See below for guidance on employing RAs.
- Contributions towards the costs of performances/installations etc. of works linked to research projects at the University of Manchester.
- Specialist software/licences not otherwise available but directly linked to research at the University of Manchester.
- Specialist research training of a kind not offered free-of-charge within the University of Manchester.

- Contribution to conference hosting, in particular:
  - Costs associated with the conference venue (room hire, media equipment, portering).
  - Delegate fees, accommodation and travel for plenary speakers.
  - Publicity, refreshments, conference packs etc.

Please note: in most cases, the PRA would need to be transferred to a conference code for costs associated with organising a conference. Please contact the Humanities Finance Office for the code.

Ineligible costs:

- Purchase of equipment (laptops, iPads, mobile phones, tablets, chargers, cameras, other IT equipment), office furniture, or maintenance of personal websites. Any IT purchase should follow the guidelines.
- Purchase of books.
- Personal welfare costs.
- Personal meals or any kind of personal subsistence and groceries outside the remit of research work or activity.
- Personal travel outside research work or activity.
- Alcohol (although subsistence whilst on research-related travel may be paid for).
- 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 the end of July 2027 are received by School Operations **by mid-June 2027.**

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

Please contact School Operations for advice. Please ensure that payment types listed above are received by School Operations by the end of June 2027.

Please note the following:

- PRA cannot be reimbursed for funds in excess of the allowance, or in advance. PRA Expenses 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.**
- Any expenditure relating to travel or any other research activity due to take place from August 2027 **CANNOT be claimed from the 26-27 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,
- Consult the University's Travel risk assessment flowchart to ensure plans are covered by the generic risk assessments.
- Confirm travel plans with line manager.
- 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
- 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)

- 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.
- Please contact School Operations for advice on appropriate RA grades. Generally postgraduate RAs are paid at Grade 5 and postdoctoral at Grade 6.

5. Managing your PRA Expenditure

Individuals are responsible for monitoring their PRA expenditure and remaining balance. Any overspend must be reimbursed to the School. Expenditure will be monitored by the School Operations Team, who will issue email reminders when balances fall below £200 or when the PRA has been fully spent.

For all PRA queries, please contact SALC_Personalresearchallowance@manchester.ac.uk