**RESEARCH CAPACITY FUND**

 **NOTES AND FAQS**

These notes of guidance are for those applying for, or holding, ESRC DTC Research Capacity Funding, and provide answers to most questions you may have. For queries not answered by this guidance, contact melanie.goodchild@socsci.ox.ac.uk.

***Why interdisciplinary networking?***

The ESRC has given Oxford's Doctoral Training Centre funds to support interdisciplinary networking, within and beyond the Social Sciences. Bids should directly involve or benefit ESRC-funded students.

Find out more about current networks at <http://www.granduniondtp.ac.uk/interdisciplinary-network-funding>.

***What can I claim, what can't I claim?***

These funds are designed to facilitate research networks through workshops, seminars and conferences. The focus is on covering the costs of these events, including refreshments, and the travel and accommodation of visiting participants and speakers etc. We expect applicants to provide a detailed and costed budget, naming proposed presenters and numbers of participants. All expenses will normally be specified in the original bid and approved in the award letter. However we reserve the right to seek further clarification and to make appropriate subsequent adjustments to the levels awarded in the light of queries raised.

The funds are primarily intended for claimable expenses, and further details around eligibility are set out in the answers below. Honorariums are **not** payable, nor are payroll or employment costs. Speakers may only be invited to give single, unpaid, one-off talks.

**Original receipts must be kept for all items: we cannot accept photocopies or scans by email. Debit/credit card receipts alone are not sufficient since these do not show the goods/services purchased. For rail travel, for example, ensure that tickets and receipts are retained.**

***How do I claim?***

We aim to keep the process as simple as possible. Please send all receipts, claims forms, requests for purchase orders and invoices to Melanie Goodchild, Social Science Division, Hayes House. Expenses are paid on submission of original receipts and University claim forms, co-signed by the Network convenor or their deputy. The University Expenses claim form can be requested by found on the right hand side of the web page at <https://www.admin.ox.ac.uk/finance/epp/expenses/>. Please note that claim forms, with receipts, must be submitted as hard copies with original ink signatures. We are unable to accept photocopies or scanned forms sent by email.

When you submit your final claims, you are requested to fill in the report template (see below), listing all participants and their institutional affiliations. Provide a photo or two if you can, and tell us about any outcomes planned (eg publications, resources). We would like to use this for publicity purposes, so please ensure that you have permission from those who appear in the images.

**Before submitting any claims, please make sure that you have fully read and understood the guidance.**

***Can my participants claim their travel expenses to/from Oxford?***

Yes, approved participants and presenters can claim travel expenses, provided the cheapest tickets and advanced bookings are used. UK travel expenses for non-Oxford participants are payable up to £100 total per person. International travel may, in exceptional circumstances, be payable for presenters, provided this was budgeted for in the original bid and approved in the award letter.

Advice **must** be sought if inviting international presenters to speak in terms of any necessary visa requirements (it is not possible to carry out any work, even unpaid, on a tourist visa). Before you invite or approach an international speaker please check this with your departmental administrator.

***Can I claim for accommodation costs?***

Accommodation costs for non-Oxford based participants are payable up to £60/head/night in total.

Accommodation costs for guest lecturers, presenters and speakers are payable up to £100/head/night. Please try to keep costs down by using your own college guest rooms, oxfordrooms.co.uk, Continuing Education or the University Club in the first instance.

***Can I claim for room booking costs?***

Where possible, room bookings are normally expected to be provided free of charge, if hosted in a convenor’s department. It may be that you need to book refreshments through the dept/college. If a departmental room is not available then make use of your College facilities, as they are keen to develop their role as research hubs. Make sure to arrange timings so that there is no need for additional costs of out of hours cover, caretakers and security.

***Can employment or payroll expenses be paid?***

Unfortunately, the complexities of employment legislation mean that we are unable to cover employment/payroll claims (including students’ time in activities such as setting up websites, maintaining blogs/website content etc). As indicated above, speakers taking part in events must only deliver single, unpaid, one-off talks, though their reasonable travel and subsistence expenses can be covered. Please make sure that these terms are made clear in advance to anyone invited to present at these activities.

***I want to develop a website; can I use the funding to pay for external services?***

Funding for agreed services of this kind will normally be paid on presentation of receipt(s) for expenditure incurred by the Convenor(s). In exceptional circumstances, the Division may consider paying an invoice directly, but this must be discussed in advance of work being undertaken so that advice can be provided about preferred suppliers and a purchase order raised. For finance purposes, colleges are deemed to be external organisations.

***Can I claim for food/drink/refreshments?***

Yes reasonable expenses may be claimed, up to £10 a head per participant per meal. Expenses for up to £7.50 a head for a drinks reception can be claimed. A large restaurant bill for a whole group would not be acceptable, but a presenter's reasonable subsistence expenses should be covered, plus £10 a head for other participants.

If you plan for your department or a supplier to charge the Division directly then please ask them to email information about costs directly to Melanie Goodchild. Invoices for use of College venues will require production of a purchase order before the event takes place, so let us **know in advance.**

Departments can pay a supplier's invoice directly and funds can be transferred back to them, or the Division can raise a purchase order and pay a supplier's invoice directly. In either case we would not need an expenses form. Again, let us know before you place an order.

In order to save costs ask your department/college about their internal arrangements and rates and do get quotes from different suppliers (eg Mortons, Alternative Tuckshop etc). The Wednesday market in Gloucester Green is also a cheap source. Some facilities may not allow food/drink in certain rooms or unless purchased through the relevant department/college – please check for any such restrictions at the time of booking.

***Do we have to keep a named record of everyone who comes to our seminar?***

It is fine to keep a record of overall numbers. If you could keep a record of number of ESRC studentship attendees that would be great - with names even better.

***What about claiming expenditures in an overseas currency?***

Please use a currency exchange website such as xe.com for historic currency exchange rates. You will need to use the rate for the date of the transaction and attach a copy of the webpage to the expenses form. If you have transactions on more than one date you will need the exchange rates for each date, not an average or just one date.

***Can any member of the activity make a claim?***

External speakers and participants may claim their travel/subsistence expenses directly from Melanie Goodchild, providing that original receipts are submitted and the claim form has been signed by the convenor as the supervisor check. For all other expenses, only the named convenor (or a deputy convenor nominated by them at the time of application) can submit a claim for reimbursement. Travel expenses etc. of participants should be collected together, and signed by the named convenor as supervisor.

***What if I have an underspend? And do I need a contingency budget?***

If you have not used all funding awarded by the end of the stated period of your activity then please contact Melanie Goodchild to let her know whether (a) you will not be making further claims or (b) wish to ask for permission to roll forward any part of the planned activities, giving reasons for an extension. There is no need to include a Contingency fund in your budget, but if you anticipate problems with your initial budget, please get in touch.

  

**Research Capacity Funding funding projects**

**End of project report**

**Please note: as per the guidance notes and award offer letter, this report will be published on the DTP website at** [**http://www.granduniondtp.ac.uk/interdisciplinary-network-funding**](http://www.granduniondtp.ac.uk/interdisciplinary-network-funding)**.**

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| --- | --- | --- |
| Title / Name |  |  |
| Project |  |  |
| Date awarded |  |  |
| Department |  |  |

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| **A. Purpose of the project**Please provide a brief outline of the original purpose of the project |
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| **B. Self evaluation**In this section please comment on how well you think the project has fulfilled its original purpose. Is there any aspect that has been particularly successful, or is there anything that you considered worked less well?  |
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| **C. ESRC student involvement**Please give details of ESRC student attendance and involvement, and *ideally list students by name and institution*.  |
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| **D. Additional comments**If you have any additional comments or observations on the interdisciplinary funding scheme, including advice relating to the administration of the scheme, please include them below. |
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Signed........................................................................................................

Name.........................................................................................................

Date..........................................................................................................