

CLAIMING DAYS AND FUNDS FROM THE RESEARCH BUDGET:

Guidance for Leeds Arts University Pathway Researchers and their Line Managers

Purpose

The purpose of this guidance document is to set out the process for how Leeds Arts University Pathway researchers can request research time and/or funds from the research budget.

Eligibility

- Applicants must be on a Leeds Arts University Research Pathway in order to claim research days and funds through this process.
- A [Research Days and Budget Request Form](#) must be completed and submitted before any claims can be made for funds. Items purchased before having a budget request approved may be rejected and funds spent may not be reimbursed.
- If a single item on a **Research Days and Budget Request Form** exceeds the £1000 threshold, then the request will need to be passed on to SMT for further approvals.

Process

The process for booking research time/research funds and time:

1. The researcher completes a research days and/or budget request through [Research Days and Budget Request Form](#) and sends it to their Line Manager for their approval.
2. Their Line Manager considers the days section of the request and approves it as long as it does not clash with teaching.
(Research days can be taken during term time, so long as they do not have an impact on teaching. If the request does clash with the researcher's teaching time, arrangements need to be made for another member of the team to cover for them. Cover for research time during teaching hours is not funded).
3. If the research days are approved by the researcher's Line Manager, the researcher sends the form with their Line Manager's signature to the Research Coordinator.
4. The Research Coordinator then checks through the form and queries any issues for clarity.
5. The Research Coordinator passes on form for approval from the Head of Research. The Head of Research reviews the budget sections of the form to check that the request is a legitimate research activity.

6. If approved, the form is sent on to Payroll/HR for their records.
7. Once it has been confirmed the request has been recorded with Payroll/HR without issue, the Research Coordinator informs the applicant researcher and their Line Manager.

The process for claiming research funds:

1. The researcher completes a research budget request through [Research Days and Budget Request Form](#) and sends to the Research Coordinator at research@leeds-art.ac.uk
2. The Research Coordinator then checks through the form and queries any issues for clarity.
3. Research Coordinator passes on form for approval from the Head of Research. The Head of Research checks budget side of the form and whether it is a legitimate research activity.
4. The Research Coordinator contacts the applicant to let them know whether their request was successful. If successful, the Research Coordinator assists the applicant by pointing them in the direction of the relevant finance forms, and makes any CTM bookings if there is travel as part of the request.

If you have any questions regarding this guidance or the research budget approval process, please email the Research Coordinator at research@leeds-art.ac.uk