

Guidance for the budgeting and financial administration of a Teaching and Learning Development Fund (TLDF) award:

Introduction and general principles

1. The purpose of this document is to outline general guidance to support colleagues who are planning to apply for, or have already been allocated, a TLDF award with the overall planning and managing of a TLDF budget.
2. Please refer to the CQSD funding web page for more information about each of the available funding schemes:
<http://www.reading.ac.uk/reading-cqsd/Developing-and-enhancing/project-funding/cqsd-teaching-and-learning-development-fund.aspx>
3. All funding for any TLDF awards requires a full budget to be submitted alongside the application.
4. Allocation of the project and account codes will be confirmed by CQSD once a successful application has been confirmed by the TLDF awards panel.
5. TLDF funding is only available during a single financial year. It cannot be carried across financial years.
6. Transactions made after the financial year-end of your project (31st July) or any overspend against your project will need to be reimbursed back to TLDF from an alternative source, such as your School or Function's budget.
7. It is your responsibility to ensure your expenditure is on target as agreed in your budget. Any changes to your approved budget must be agreed by CQSD first. Contact Jennie Chetcuti or Martin Wise to discuss: j.l.chetcuti@reading.ac.uk, m.wise@reading.ac.uk.
8. If the project is not on target as per your budget at a mid-year review stage, the University reserves the right to withdraw any remaining funds that are considered not to be required.
9. The account code for TLDF is **MECP**.

Payments to Students

10. Payments to students can only be made via the Campus Jobs Portal. This can include payments for focus group attendance or general work/tasks directly associated with your project.
11. For full guidance on employing and paying students contact: Campus Jobs on 0118 378 4499 or campusjobs@reading.ac.uk.

12. The link to the Campus Jobs portal is: <https://www.reading.ac.uk/human-resources/campus-jobs-home>.
13. Gift vouchers or Campus Card top-ups **cannot** be used as an incentive to encourage student attendance at focus groups or as a payment for the completion of work/tasks. Payments via gift vouchers or Campus Card could be considered a 'benefit in kind' and would therefore be subject to tax.
14. Your budget should include all associated costs when paying for students.
15. You should seek confirmation from Campus Jobs for the appropriate account code to use when completing the registration of students.

Payments to Staff

16. Applicants are required to provide justification for the inclusion of any funding for buy-out of staff time within their proposed budget and to explain how any staff buy-out would be implemented e.g., by increasing the hours of part-time staff.

The following is the advice provided by HR and it is strongly recommended In all cases, you seek guidance from them or your HR Business Partner for clarification in the way they suggest arranging making the payment/s to staff for example, this could be by SRF or a single BIF.

16/1. Where a line manager wishes to bid for funding from the TLDF to pay a part time employee to work additional hours to do a fixed term piece of work, which is of a similar nature and level to their substantive role:

In this scenario, as the part time employee is currently doing work activity of the same nature and level, a Staffing Request Form (SRF) should be raised by their line manager to request that their hours of work are temporarily increased for the relevant period.

On the SRF, under the funding section, the hours which are to be costed to the TLDF project code v. the Function/School cost centre should be detailed. The SRF should be completed in advance of any work taking place as this will need to be formally authorised, otherwise there can be no guarantee of payment.

Once authorised, the HR team will then write to the individual to confirm the temporary increase in their hours of work and their pay will be adjusted accordingly for that period. They would be paid at the same Grade and spinal point for the additional hours of work funded by the TLDF.

It is recommended that a PDR objective is set for the employee to set out the nature of the short term TLDF funded work and objectives and deliverables, so the individual and the line manager can note the good work and progress of the project work at the relevant PDR meeting.

16/2. Where a line manager wishes to bid for funding from the TLDF to pay for a full-time member of staff to do some specific project work which is of a similar nature and level to the work the employee would normally do in their substantive role.

In this scenario, a Staffing Request Form (SRF) should be raised by their line manager to request that the funding for their post is temporarily changing – to reflect the time which is being funded by the TLDF.

On the SRF, under the funding section, the details of what hours are to be costed to the TLDF project code v. the Function/School cost centre should be detailed.

The SRF should be completed in advance of any work taking place as this will need to be formally authorised. They would be paid at the same Grade and spinal point for the hours of work funded by the TLDF. In this scenario, as there is no substantive change to the employee's pay it is more a case of the line manager discussing with the employee how their workload will change/be managed over the period of the TLDF funded project work.

It is recommended that a PDR objective is set for the full-time employee to set out the nature of the TLDF funded work and objectives and deliverables if this is slightly different from the work they would normally be doing in their substantive role. In this scenario, the line manager will need to consider whether some normal work activities will cease whilst the employee focuses their time on the TLDF funded work for a period of time or whether those work activities need to be picked up by other members of the team on a temporary basis to enable the employee to take on the TLDF funded work.

16/3. Where the nature of the TLDF funded work is of a different level to the substantive role an employee may be performing then the line manager should seek advice from their HR Advisor prior to submitting a TLDF bid as this may require a new fixed term post being created and a full recruitment process being followed.

Claiming Staff Expenses

17. Staff directly involved in the project can claim back travel, hotel, or incidental expenditures; these costs must have been included in the budget plan.
18. All staff expense claims must be completed online using Agresso.
19. Expense claims will be verified against your budget plan and approved by CQSD.
20. All expense claims must be received, via Agresso, by 30th June to allow them to clear the account. Any delays may result in the expense not being approved.

Fee Claim Forms

21. Only use the paper Fee Claim forms for paying of professional fees used on your project: such as, external guest speakers for their travel, accommodation, and/or any agreed fee.
22. Fee forms should be sent to Martin Wise, m.wise@reading.ac.uk with all relevant receipts attached for pre-approval checks and CQSD authorisation signatures.
23. All forms must be received by 30th June to allow them to clear the account. Any delays may result in the claim not being approved.

Batch Input Files – BIF's (Journals)

24. BIF's can be used for any mis-postings or when otherwise advised by HR for Staff Payments (see 16 above).
25. Submit the BIF form to your Management Accountant for processing.
26. Copies of BIFs should also be sent to Martin Wise, m.wise@reading.ac.uk
27. Moving of project funds to other projects codes is not allowed. All transactions must go through your assigned project.

Purchase Orders

28. Purchase Orders can be used to pay for goods or services associated with your project.
29. You may want to seek guidance from your School/Department finance department administrator for advice on how to raise purchase orders. Ensure you code the purchase order against your TLDF project code.
30. All purchase order costs are monitored and authorised through Agresso by CQSD.
31. All purchase orders must be raised no later than 30th June, with goods physically received and receipted no later than 31st July.

University Procurement Cards

32. University procurement cards can be used to pay for goods or services associated with your project, but transactions can take longer to show against your project by this method of payment.
33. You may want to seek guidance from your School/Department finance department administrator for advice on how to pay via a procurement card. Ensure you code the purchase against your TLDF project code.
34. University procurement cards should not be used after 28th June, as transactions may not be processed before the closure of the Financial Year and accrual action may be needed.

Staff Development Accounts

35. Under **no** circumstances can funds from your project be moved in or from staff development accounts.