Guidance for the Budgeting and Financial Administration of the University of Reading Teaching and Learning Funding Projects

Introduction:

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 Teaching and Learning funding award with the overall planning and managing of the award budget.

2. Please refer to the CQSD "Funding for your Teaching and Learning project" web page for more information about the available funding schemes:

   [Funding for your Teaching and Learning project](#)

3. Funding for any award application requires a complete budget element which must be submitted alongside the application.

4. Allocation of the **Project Code** will be confirmed by CQSD once a successful application has been confirmed by the Teaching and Learning Funding Awards panel.

5. The **Cost Centre Code** for all funding awarded is **MECP**.

6. Teaching and Learning Funding Awards funding is only available during a single financial year. It cannot be carried across any financial years.

7. Transactions made after the financial year-end of your project (31st July) or any overspend against your project may need to be reimbursed back to the Teaching and Learning Fund from an alternative source, such as your School or Function's local budget.

8. It is your responsibility to ensure your expenditure is on target as agreed in your budget.

9. Any changes to your approved budget must be agreed by CQSD first. Contact Martin Wise m.wise@reading.ac.uk and Jennie Chetcuti j.l.chetcuti@reading.ac.uk in the first instance to discuss.

10. If the project is not on target, as per your budget, at a mid-year review stage, CQSD and the University reserves the right to withdraw any remaining funds that are considered not to be required.

Payments to Students:

11. Payments to students can only be made using **Campus Jobs**.

12. Your budget must include all associated costs when working with students.

13. Payments can include - focus group attendance, general work tasks directly associated with your project.

14. Students should be paid an hourly rate in line with the standardised rates of pay set out in the Temporary Worker Framework on the Campus Jobs website.

    Campus Jobs Home Page
    Temporary Worker Framework

15. 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.

16. Payments via a gift voucher or onto a Campus Card are considered a 'benefit in kind' and would therefore be subject to tax.

17. Contact Campus Jobs in the first instance: campusjobs@reading.ac.uk or Martin Wise, m.wise@reading.ac.uk if you have any questions about payment to students.

Funding for Buying-out Staff Time:

18. 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 of the way they suggest arranging making the payment/s to staff for example, this could be by a Staff Request Form (SRF) or a single Batch Input Form (BIF).

18/1: Where a line manager wishes to bid for funding from the Teaching & Learning Fund 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 Teaching & Learning Fund 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 Teaching & Learning Fund.

It is recommended that a PDR objective is set for the employee to set out the nature of the short-term Teaching & Learning Fund 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.

18/2: Where a line manager wishes to bid for funding from the Teaching & Learning Fund 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 Teaching & Learning Fund.

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

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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 Teaching & Learning Fund. 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 Teaching & Learning Fund funded project work.

It is recommended that a PDR objective is set for the full-time employee to set out the nature of the Teaching & Learning Fund 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 Teaching & Learning Fund funded work for a period 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 Teaching & Learning Fund funded work.

18/3: Where the nature of the Teaching & Learning Fund 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 Teaching & Learning Fund bid as this may require a new fixed term post being created and a full recruitment process being followed.

Claiming Staff Expenses:

19. Staff directly involved in the project can claim back travel, hotel, or incidental expenditures; these costs must have been included in the application's budget.

20. All staff expense claims must be completed online using Agresso.

21. Expense claims will be verified against your budget plan and approved by CQSD and paid against the project code allocated to you.

22. All expense claims must be received, via Agresso, by 30th June to allow them to clear the account by the end of the financial year. Any delays may result in the expense not being approved.

Fee Claim Forms – External Visitors:

23. External guest visitors who are directly involved in the project can claim back Professional fees, their travel, accommodation, and/or incidental expenditures; these costs must have been included in the application's budget.

24. Use the standard University Finance expense form in all instances. https://www.reading.ac.uk/finance/closed/forms-guides-and-policies/finance-forms

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25. All forms should be sent for payment 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):

26. BIF's can be used for any mis-postings or when otherwise advised by HR for Staff Payments (see section 18, above).

27. Submit the BIF form to your Management Accountant for processing.

28. Copies of BIFs should also be sent to Martin Wise, m.wise@reading.ac.uk

29. The moving of any or all project funding to other projects codes is not allowed. All transactions must go through your allocated project code. Please Contact Martin Wise, m.wise@reading.ac.uk if you have any questions regarding this.

Purchase Orders:

30. Purchase Orders can be used to pay for goods or services associated with your project.

31. 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 allocated project code.

32. All Purchase Orders are monitored and authorised through EMarketplace by CQSD.

33. All Purchase Orders must be raised no later than 30th June, with goods physically received and receipted no later than 31st July.

34. Please contact Martin Wise, m.wise@reading.ac.uk if you have any questions regarding this.

University Procurement Cards:

35. 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.

36. 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 allocated project code.

37. 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.

38. Please Contact Martin Wise, m.wise@reading.ac.uk if you have any questions regarding this.

Staff Development Accounts (SDA's):

39. Under **no** circumstances can funds from your project be moved in or from Staff Development Accounts.

40. Please Contact Martin Wise, m.wise@reading.ac.uk if you have any questions regarding this.

Purchasing IT Equipment

41. When the purchase of IT equipment has been approved as part of the proposed budget for a Teaching & Learning funding application, the project lead should liaise with their DTS Partner before making a purchase in order to avoid potential issues with security or central support/maintenance at a later stage.

In all Instances where you have a question regarding budgeting or spending on a Teaching & Learning project, please contact either:

Martin Wise: m.wise@reading.ac.uk,

Jennie Chetcuti: j.l.chetcuti@reading.ac.uk,

Or email the CQSD mailbox: cqsd-tandl@reading.ac.uk

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