

Research Award House-keeping Notes

Project Acronym	NCRM
Sponsor	ESRC - NATIONAL CENTRE FOR RESEARCH METHODS - METHODOLOGICAL INNOVATION PROJECTS (via. University of Southampton)
Grant Reference	DU/512589108
APTOS/LSE Ref:	1-SME-U856
Start:	1 MAY 2013
End:	30 SEPTEMBER 2014
Duration (months):	17

Expenses

- Submit original receipts with Expense claim Form;
 - Provide a photocopy of all receipts;
 - Once signed by claimant & authorised by Departmental Mgr. or PI/CI, please kindly submit to RD – for my attention;
 - See AP guide and LSE Finance Regulations for guidance on expenditures;
 - Non-staff claims can be submitted using a Payment Request Form (PRF);
 - Electronic Expense Claim Form requires APTOS/Statements 4 access – see guidance for information;
 - If expense incurred in a foreign currency – please convert to GBP when claiming using credit card rate or refer to www.xe.com for rate based on purchase date/period.
 - Bookings for events/conferences can be made via the LSE Events Office. Quote APTOS/LSE Ref. followed by 5-digit budget code
 - Please provide a cover-sheet to confirm workshop leader fees and period under-took work.
- If consultants are self-employed – Schedule D procedures are to be followed. (See documentation for guidance).

Budget & Balance Sheet

- Please see attachments for details. PI/CI - as the Budget Holder please monitor project expenditure and kindly advise of event schedule (providing delegate list and event programme for our records).
- See attachment for Budget codes

HR

- To verify the FTE allocation and duration of DI (directly incurred staff) and inform HR to update HR database & back-date pay accordingly.

~ will add any further guidance/notes & circulate accordingly