

2022.11.03

M4C Funding and Expenses – Operating Procedure

This Operating Procedure relates to M4C funding **once the funding has been awarded to the PGR**.

It has been agreed to ensure that all M4C expense claims across the various Arts departments/schools and Arts-adjacent departments are dealt with in the same manner, and to facilitate record keeping.

I will be writing to the M4C PGRs to provide them with a ‘student version’ of this guidance.

Attached to this, as agreed, are department-by-department breakdowns of the M4C cohort and of the M4C funding they have been awarded to date.

Concur Claims

For small claims, the PGR can claim directly on Concur. **Their department/school should then forward this claim onto me for final approval.** In the case of a first Concur claim (using the fp16a form), departments/schools should set the PGR up and guide them through the form.

This claim should be charged to the PGRs individual cost code, which is generated the first time they are awarded M4C funding. This cost code remains the same across their PhD. The cost codes are included in the attached cohort breakdowns.

Travel Expenses/Larger Claims Over £500

For larger claims, the PGRs’ department/school make the booking(s) and raises the spending as an invoice. **It is important that I am notified of the booking/spending before the money is spent**, so I can agree to it.

As an example, if the PGR was booking a research trip and needed to go via Key Travel:

- The PGR, having been awarded the funding, tells their department/school they need to book a research trip
- The department/school then *either* instructs the PGR to liaise with Key Travel *or* liaises with Key Travel on behalf of the PGR (I appreciate that this sort of local variation will continue to exist)
- At the point at which the travel booking is being “held”, I am contacted for my approval
- I approve (or not) the booking, and the department/school finalises the details with Key Travel

Funding Confirmation Emails

From now on, I will ensure to forward the confirmation emails for M4C PGRs’ research funding onto the relevant department/school for your records. This will ensure you are aware of the upper limit of the funding available to the PGR.

If any PGRs have queries about obtaining M4C funding/expenses, or how they can use them, there is guidance available on the VPP. They can also email M4C@warwick.ac.uk. As Administrators, please also feel free to email me if ever you have any queries.