



## London Arts & Humanities Partnership Staff-led Activities Fund

### Guidelines

**IMPORTANT: Please read these guidelines carefully before completing the application form.**

#### 1. General Regulations

- Activities should benefit LAHP AHRC-funded students, but are by no means restricted to funded students. Preference will be given to applications which have the potential to enhance the research culture across the consortium for all students. Students from all eight LAHP HEI Partner Institutions must be eligible to take part.
- Activities should be proposed and led either by a member of staff at one of LAHP's HEI or non-HEI partner institutions.
- LAHP funding may be used to enhance existing provision or develop new activities. It will not usually be awarded to fund already-existing provision.
- LAHP cannot fund high-cost activities for small numbers of students (e.g. residential training outside London for small groups).
- LAHP funding is designed to enhance, and make the most of, the research environment in London. We will not normally fund projects to enable students to use resources outside London.
- This LAHP funding stream cannot provide support for conferences.
- Funding requested must not exceed £3000.
- Funding cannot be used to cover payments to full-time salaried members of staff at either LAHP or non LAHP institutions if the work falls within the remit of their employment and / or the terms of the agreement between partner institutions and LAHP.
- Funding cannot normally be used to cover payments to LAHP-funded students contributing to the activity, if their contribution is related to their own research programme.
- Hourly rates for non-salaried members of staff (e.g. non-salaried speakers, artists) should be determined based on the published rates of the relevant LAHP HEI or non-HEI institution organizing the activity. Hourly rates may differ across institutions.
- The staff member leading the activity is responsible for checking with their finance/HR department the employment status of hourly paid staff employed to undertake the activity.
- Any agreed fee payments are subject to HMRC assessments and need to comply with UCL Procurement's regulations. The staff leading the activity will be required to submit the details of each agreed fee recipient to the LAHP Office as soon as funding is approved for the above checks to be conducted.
- LAHP cannot cover travel costs to London for LAHP staff and students not based in London
- Childcare and other care costs (over and above normal costs (i.e. for evening / weekend events)) can be covered, and should be included in the proposed budget. As with other expenses, documentary evidence is required before expenses are processed.
- Entertainment and hospitality costs must not exceed the limits indicated in the UCL expenses policy . For full details please see <https://www.ucl.ac.uk/finance/sites/finance/files/ucl-expenses-policy.pdf>

## How to apply

- Please submit **an electronic copy** of the LAHP Staff-led Activities Application Form, together with supporting documentation to the LAHP office.
- You will receive written confirmation of the outcome approximately one month after the closing date for applications.

### 1.1 Case for Support

- Outline the benefits of the proposed activity or project to doctoral students.
- Indicate whether it will engage staff in more than one department or academic unit across LAHP institutions.
- Indicate how it is a significant development beyond existing activity.
- Indicate whether it has follow-on potential or is a one-off activity.

### 2.2 Deadline and submission of application

- Applications for funding must be submitted to the LAHP Office by the deadlines stated on the website: <https://www.lahp.ac.uk/training-cohort-development/staff-led-activities-fund/>
- Supporting documentation is essential (for example information about the activity, details of staff and students involved in the activity, target audience etc.).
- Please be aware that incomplete applications will be returned or rejected.

## 2. Claiming an Award and Reporting Requirements

If you are awarded funds, you will receive a confirmation e-mail. Please remember to keep all **original receipts** (photocopies are not accepted), as proof of payment, as you will need to email the scanned version to the LAHP Office together with the LAHP Staff-led Activities and Expenditure Report upon completion of the activity. The report template can be downloaded from the LAHP website or accessed [here](#):

On completion of the activity:

- The expenditure section should indicate expenses actually incurred. Please only indicate the expenses that you require LAHP to cover. The items for which you claim should be the same as those listed on your original application. Please do not claim for items you have not listed on your application form unless special circumstances have arisen and approval has been sought from the LAHP Office. If your actual costs are lower than your estimated costs, your award will be reduced accordingly.
- Original receipts for the activity should be scanned and attached. You should provide receipts for each item you have listed on your report. Please number the receipts and staple together in the order in which you have listed them.
- Send your completed full report and any electronic receipts directly to [info.lahp@london.ac.uk](mailto:info.lahp@london.ac.uk)
- Once the full report and accompanying receipts are provided, the LAHP Office will transfer the funds.
- Payment is via an invoice or interdepartmental transfer for UCL-led staff activities.
- Please allow one month for payment to be processed.
- Staff-led Activities Reports may be used for advertising of successful LAHP-funded activities on the LAHP website and for progress reporting to the AHRC.

For any queries please contact [info.lahp@london.ac.uk](mailto:info.lahp@london.ac.uk)