LAHP | The LONDON ARTS & HUMANITIES PARTNERSHIP

LAHP Student-led Training Network Fund: Terms and Conditions

- We expect all payments to be managed by the lead student's HEI or if this is not possible, by LAHP. Students must not pay for any expenditure under this scheme and LAHP will not reimburse any costs via student expense claims. A detailed invoice and confirmation of Right to Work checks having been completed (see below) must be provided before payment is processed to HEIs. If you need support from the LAHP team, please contact us.

- When confirming your funding, LAHP will copy in our professional service contact at your HEI to support you in organising the event. They will be able to signpost you to the relevant departmental or finance administrator who can advise on payment processing.

- Right to Work checks must be completed for any external speakers or facilitators who require payment. These should be completed by the HEI paying their fee and confirmation must be provided to LAHP following the activity. If it is not possible for your HEI to complete these checks and process payment, LAHP can arrange this, and you must request this no later than 4 weeks before the start of the activity. LAHP will process the payment via UCL payroll according to their pay and cut-off dates.

- LAHP will process any reimbursements to HEIs from UCL Accounts Payable. All invoices should be made out to UCL Accounts Payable, UCL Finance and Business Affairs, Gower Street, London, WC1E 6BT.

- Applicants must carefully observe the funding guidance outlined in the **LAHP Student-led Training Network Fund: Guidance** document and ensure all costs are eligible. Only eligible costs will be reimbursed. If unsure, please contact us and check in advance of expenditure.

- Funding is granted on the grounds that the activity is aimed mainly at LAHP students and so registration must be open to LAHP students first and they must get priority. Any remaining spaces may be opened to other PGR students of the consortium.

- For event registrations, we require these to be set up by LAHP using Eventbrite. The LAHP team must be sent the relevant details no later than 4 weeks before the event date so that they can be circulated to students in sufficient time. The LAHP team will then manage the booking process on your behalf. Please email lahp@ucl.ac.uk with the event details.

- We require a full attendance/participation list to be sent to LAHP following the activity before payment is made to the HEI.

- LAHP's support must be noted on all marketing, for example: '*This event is supported by the LAHP Student-led Training Network Fund'*.

- Following your activity, LAHP requires feedback to be collected from attendees and summarised in a report. Once you have confirmed the list of attendees, LAHP will manage the feedback collection and provide you with the anonymous responses. You will then use these to complete the report, which must be prepared using the template provided by LAHP.