

Centre for Doctoral Training in Robotics and Autonomous Systems

Guidelines for spending project grants – Heriot-Watt led students

EPSRC and Industry funded students

Students who are funded by EPSRC or by Industry receive a grant of £14,500 towards their projects costs.

This grant is split as follows:

£10,000	<p>Equipment for project This covers small pieces of equipment that the student may need to purchase to carry out their research. An example of this is a small drone. If a student needs a specialist laptop for project purposes, this can also be procured under this budget. Students should agree the specification with their supervisor and then arrange to purchase the laptop via HWU Centre Administrator.</p> <p>Please note that any pieces of equipment purchased under these grants remain the property of the CDT.</p>
£3,000	<p>This covers travel to conferences and specialist training courses. Since this budget is limited, students should only use it to fund attendance at conferences if they are presenting a paper.</p>
£1,500	<p>This is intended to cover consumables such as books, computer software etc. Students should discuss purchases of books with their supervisor to ensure this budget is used for the most relevant ones. Students should also check that books are not available from the Robotics Library.</p>

Each EPSRC / industry funded student has a project code allocated to them and all project costs must be charged to this. This information has been provided in a separate e-mail.

EPS funded students

Students who are funded by an EPS scholarship may apply to EPS for funding for travel. If funding is available it will be funded 50% from the School and 50% from the Institute. Since this budget is finite, students are asked to get approval for ALL spend before they make any bookings.

MACS funded students

Students who are funded by a MACS scholarship, may apply to MACS for project funding. They should also follow the MACS process for making purchases and organising travel. It is recommended that you also get approval for spending before you make any bookings.

Process for purchasing for EPSRC, Industry and EPS funded students

1. Equipment

Students should identify equipment required in consultation with their supervisor and complete the form at Appendix 1. They should complete the Request for Goods Form – <http://bit.ly/2hYmket> and return this along with completed Appendix 1 form to the HWU CDT Administrator. The Administrator will then arrange for the goods to be purchased against the relevant project code.

2. Travel to conferences/attendance at specialist training courses

Students who wish to use this funding to travel to conferences must be presenting a paper at the conference. Otherwise they should seek alternative sources of funding.

Students who wish to attend a specialist training course may use this grant to fund this but this expenditure must be approved by the student's supervisor. Please complete form at appendix 1.

Before arranging travel, students should read the University policy on travel: <http://bit.ly/2iiEsw9>

Travel forms <http://bit.ly/2hcTqWZ> should be completed and returned to Lynn Smith (L.Smith@hw.ac.uk), room EM2.42.

Anyone travelling out with the UK is required to complete a risk assessment questionnaire for each trip <http://www1.hw.ac.uk/insurance/risk-assessment-travel-multi.htm>

3. Consumables

Please purchase these by completing the Request for Goods Form <http://bit.ly/2hYmket> rather than purchasing personally and then submitting an expense claim. Once complete the Request for Goods form should be forwarded to the HWU CDT Administrator who will arrange purchase.

4. Managing project budgets

The Centre Administrator reviews project budgets every couple of months and will send students a report of expenditure with a copy to the first supervisor.

5. Claiming expenses

The University issued a new travel and expenses policy in October 2016. Please refer to this before making any claims <http://bit.ly/2iiEsw9>



Expense claims must be submitted on the student expense claims forms <http://bit.ly/2hYiJgB>. Please make sure you complete the correct tab, this information was provided to you separately along with budget codes.

Appendix one

Student name:	Category: Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Consumables <input type="checkbox"/>
Supervisor name:	
Budget code:	
Describe what the budget is being used for:	
Please justify this expenditure:	
Student signature: _____ Date: _____	
Supervisor signature: _____ Date: _____	