**Media Arts Departmental Funding Guidelines**

**Research contract staff**

1. £400 is available to all research contracted staff to develop and deliver research in line with their contracts and (4) below.
2. This will be made available via your own personal research account.
3. You must still apply for authority to use these funds, via the forms attached and available at the ‘information for staff’ page of our website.
4. These forms are considered by the HoR and HoD as representatives of the research committee. There must be:
	1. A clear output connected to the intended use of funds
	2. A clear connection to your research plan
5. You may choose, however, to roll over the entire amount (or any remaining amount) of your £400 from one year to the next.
6. You may only roll over funds once: your research account will be reduced to £400 at the end of a second roll over year.
7. You cannot accumulate over £800 in individual research funds that are granted by the department (as set at current rates 2014/15)
8. Claims are to be made either by pre-authorisation through department credit card or via expenses submitted via Agresso with the appropriate receipts/documentation (see details on research funding form for further information).

**Teaching focused/fellow staff**

1. £400 is available to all teaching focused/fellow staff to be used in line with the forms of pedagogic development, updating of scholarship and pedagogic research stipulated in your contract and outlined in (3) below.
2. You must still apply for authority to use these funds, via the forms attached and available at the ‘information for staff’ page of our website.
3. These forms are considered by the HoD. There must be:
	1. A clear pedagogic or development output connected to the intended use of funds
	2. A clear connection to your performance appraisal review
4. If you do not use the £400 in any one year, you may apply to roll these funds over from one year to the next;
5. You may only roll over funds once;
6. You cannot accumulate over £800 in individual development funds that are granted by the department (as set at current rates 2014/15)
7. Claims are to be made either by pre-authorisation through department credit card or via expenses submitted via Agresso with the appropriate receipts/documentation (see details on research funding form for further information).