

IAPETUS2 Management Fund

Policy and Procedures Statement

Background

1. Each full-time NERC-funded studentship attracts £1,500 in funding over the duration of the award that is designed to be used by Doctoral Training Partnerships (DTPs) to support the costs and expenses arising from managing the associated studentship and the DTP's wider operational costs. This resource is described by NERC as a studentship's Management Costs and allocated to DTPs in full approximately 2 months prior to a new cohort commencing their studies (by September).
2. The IAPETUS2 DTP (the Partnership) receives funding for a number of new full-time studentships each academic year for the five years between 2019/20 to 2023/24. The initial number of studentships is 16 per annum, and NERC will announce in July of each year the allocation for the forthcoming year. NERC have stated that they only expect the number of studentships allocated to change in exceptional circumstances. Each (16-student) cohort generates £24,000 of Management Costs income for the DTP and over the lifetime of the DTP's current period of accreditation will generate £120,000 of income in total, assuming the current Management Costs rates is not indexed at any point during the current period of accreditation.
3. NERC's (the Council) guidance to DTPs as to what the Management Costs income can be used for is open and inclusive. The Council is content for DTPs to utilize these funds in the most effective way that supports their operations and management activities, provided items of claimed expenditure can be justified, are transparently allocated and managed in accordance with the Harmonized Terms & Conditions for UKRI Doctoral Training Grants.
4. The provision of funds to support the management of DTPs is rare amongst the other Research Councils and therefore there are no obvious reference points or comparators at the time as when this document was prepared that can be drawn to inform the DTP's policy and procedures in this domain.

Policy

5. The IAPETUS2 DTP is committed to maximizing the funds provided by NERC to support the Partnership's governance, management and administrative processes, which will ensure IAPETUS2:
 - a) Has sufficient resources to provide the very best experience and environment for its funded students;
 - b) Is able to comply with NERC's rules, regulations and other compliance requirements; &
 - c) Can function as an effective multi-institutional DTP in all relevant aspects of its governance, management and administration.
6. In support of IAPETUS2's resourcing priorities, its Management Cost funds will be allocated towards the following expenses and activities:
 - a) Supporting administrative costs for delivering the various aspects of the DTP;
 - b) DTP-wide marketing and advertising, including the maintenance of the DTP's website and other related materials (a noted variance to the harmonized DTG T&Cs);
 - c) DTP-wide engagement with external, non-academic partners, including events, brochures and other forms of interaction;

- d) Travel and subsistence for representatives from external, non-academic partners attending DTP committees and panels;
 - e) Travel and subsistence for student representatives attending DTP committees and panels;
 - f) Managing and delivering DTP-wide training and cohort-development activities;
 - g) Supporting the Lead DTP Director and the DTP Administrator attending NERC and other national meetings and events (including travel and subsistence);
 - h) Completion and submission of the DTP's annual report to NERC and other requests for information; &
 - i) Any other DTP-wide costs that arise from ensuring the DTP's compliance with NERC's rules, regulations and contractual conditions.
7. The Partnership's Management Cost funds will not be used to support the attendance of Partnership staff at DTP-only meetings and events; the topping-up or meeting of an award-holder's tuition fees, maintenance grant or RTSG allocation; or supporting the costs of internally buying-out Partnership staff to undertake DTP duties, such as serving as the DTP's Lead Director.
8. Requests for DTP Management Cost funds in exceptional circumstances can be made by Partnership staff and will be considered on a case-by-case basis by the Lead DTP Director.
9. The Partnership will manage and account for its Management Cost resources via its Management Fund (the Fund).

Procedures

10. In August each year, the Lead DTP Director will present a proposed annual budget for the Management Fund and forward expenditure profile, which will be circulated to the Leadership Committee for comment and approval. When budget-setting the Lead DTP Director will take into account the following considerations:
- a) The initial, up-front costs of establishing the DTP;
 - b) The specific eligible operational costs of the DTP identified to be incurred over the financial year;
 - c) Costs arising from future reaccreditation exercises, including the likelihood of future funding after the current period of accreditation;
 - d) Other fluctuations in the demands made of the Fund; &
 - e) The need for sound financial management and stewardship of the DTP's funds.
11. The management and disbursement of the Partnership's Management Cost Fund will be coordinated and processed by the DTP Administrator at Durham University (the DTP administrative lead). Where Management Funds have been allocated to a Partner Organization(s), these funds will be managed and accounted for in accordance with the DTP's Partnership Agreement.
12. The Partnership's Management Fund will be reconciled on an annual basis by the DTP Administrator (Durham). Any funds unspent within the Management Fund against the agreed budget for the financial year will be carried over into the next financial year. All approved and reconciled funds will be recorded on JeS against the relevant Doctoral Training Grant for the cohort in accordance with NERC's guidance and instructions. Within JeS, Management Fund expenditure is classified as 'Other' expenditure.
13. Exceptional requests to the DTP Management Fund must be made in writing to the DTP Administrator (Durham).

14. The DTP Administrator (Durham) reserves the right to request and receive copies of receipts and other documents relating to invoices submitted by Partner Organizations to the Management Fund.

Further Information

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