

What is RTSG?

RTSG is the Research Training Support Grant, from which CDAS-funded students can claim research expenses. This allowance is intended to be used to pay for expenses which the student, supervisor and CDAS deem to be in direct support of a student's research. The fund is pooled centrally and administered by the CDAS Management Team; you do not have a personal allowance. However, we expect students will receive no more than £3000 over the 4 years of the programme. Budget plans exceeding this amount will only be approved in exceptional circumstances.

What can RTSG be used for?

The following are eligible expenses for RTSG support:

- Methodological training courses
- Language training courses (usually undertaken to support overseas fieldwork)
- Travel for CDAS/ESRC Events
- UK, EU and overseas conferences and summer schools
- UK Fieldwork Expenses and supplementing overseas fieldwork expenses
- Fieldwork and survey costs, e.g. printing, stationery, telephone calls
- Purchasing inter-library loans / essential research texts that are otherwise unavailable
- Reimbursement of assistants, including transcription services
- Payment of participants / Gifts for local informants
- Purchasing small items of equipment e.g. cameras, dictaphones, films, memory cards
- In certain circumstances, the purchase of a new laptop or tablet (this would remain the property of CDAS at the end of your studentship)

How is RTSG claimed?

Please complete the RTSG approval form available here - <https://datacdt.org/current-students/> and return to the Centre Administrator (datacdt@leeds.ac.uk).

Please include all projected costs on the form – use estimates for travel costs and subsistence if necessary.

Once your RTSG form is approved the Centre Manager will let you know so that you can book any travel/accommodation or purchase the items approved.

Items should be bought by you and claimed back through expenses at the University of Leeds using an expenses claims form which must be sent by post with a copy of your RTSG approval form to the Centre Manager. The maximum you can claim is the figure approved on your RTSG approval form.

Please note that claims must include original receipts and be submitted within 6 weeks of the end of the trip or purchase.

All expenditure on your accounts must comply with University financial regulations (<http://www.leeds.ac.uk/finance/policies/procedures/index.htm>) and must be authorised by your supervisor **BEFORE** you send in the claim. Unauthorised claims will be returned. Expense claims are paid on a Friday. The cut-off date for receipt of the approved form is two weeks before payment. For example, a claim received on week ending Friday 2nd October would be paid Friday 16th October.