Co-funding process overview

1. COSTINGS
PI contacts R&I for guidance and studentship costings:
• If industry co-funded, contact peter.palasz@rhul.ac.uk
• If not industry co-funded, contact the Research Contracts Manager for your department (or researchcontracts@rhul.ac.uk)

2. CO-FUNDING / INDUSTRY MATCHED FORM
PI completes the co-funding or industry matched request form, including the costings provided by R&I, and sends to alex.borrett@rhul.ac.uk

3. APPROVAL OF CO-FUNDING REQUEST
The Dean of the Doctoral School considers the request for approval

4. CONTRACT SET UP
Research Contracts in R&I draft the studentship agreement / negotiate with the external funder, in liaison with the PI, using the information on the co-funding request form as a starting point.
This process involves checks with the relevant Royal Holloway Professional Services regarding e.g. financial arrangements / VAT status / how the Ts & Cs fit in with the College regulations

5. AWARD SET UP
Once the studentship agreement has been signed, Finance: Grants & Contracts announce the award and:
• ask the PI to sign the award announcement
• remind them to send the studentship nomination to the Doctoral School if not already done

6. STUDENTSHIP OFFER LETTER SENT OUT
Once the Doctoral School receives the studentship nomination form, the Doctoral School sends out the studentship offer letter as long as:
• the information on the form is unambiguous
• the studentship agreement has been signed
• Finance: Grants & Contracts confirm the financial arrangements are in place
• the Admissions Offer letter has been sent out