

Co-funding process overview

- R&I (Research and Innovation)
- PI
- Associate Pro Vice Chancellor
- Finance: Grants & Contracts
- Doctoral School

1. COSTINGS

PI contacts R&I for guidance and studentship costings:

- View whom to contact in R&I via the Co-funding webpage: royalholloway.ac.uk/doctoral-school/pgr-staff-tools/college-co-funding-of-pgr-studentships.aspx

2. CO-FUNDING REQUEST FORM

PI completes the co-funding request form, including the costings provided by R&I, and sends to DoctoralSchool@rhul.ac.uk

Doctoral School sends the Co-funding / Industry matched request form to the Associate Pro-Vice Chancellor (APVC)

3. APPROVAL OF CO-FUNDING REQUEST

The Associate Pro-Vice Chancellor (PGR) considers the request for approval

Doctoral School informs PI of APVC's decision, cc Research Contracts

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 RHUL regulations.

Research Contracts inform PI, Finance: Grants & Contracts and the Doctoral School when the studentship agreement has been agreed and signed

Once the co-funding request has been approved, the PI:

- recruits for the studentship (contact the Doctoral School if help required with advertising)
- completes the studentship nomination form and sends it to Doctoral School – for processing once the award has been set up

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

Doctoral School informs PI when / if the studentship offer is accepted