# Financial schedule template

**Purpose of schedule**

In order to facilitate the development of an agreement and allocation of a budget for a postgraduate research collaboration, the nominated principal supervisor is required to complete this form and attach it to the Business Case Form for PGR Director approval. The document will be included as a schedule in the formal agreement.

**Student details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **Student URN:** |  |
| **Start date of studentship:** |  | **End date of studentship:** |  |

**Contribution table:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **C1: Amount of contribution from University** | | | | **C2: Amount of contribution from partner organisation** | | | | **C3: Amount of contribution from student\*1** | | | |
| **Yr 1** | **Yr 2** | **Yr 3** | **Yr 1** | **Yr 2** | **Yr 3** | **Yr 1** | **Yr 2** | **Yr 3** | **Yr 1** | **Yr 2** | **Yr 3** |
| Fees | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Bench fees\*2 | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Stipend | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Expenses | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Equipment | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |

\*1 Includes party responsible for funding the student if different from the University or partner organisation

\*2 Includes consumables

**Authorisation (for C1 only):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Finance Manager** | Name: | Signature: | Date:  dd/mm/yyyy |

Signed and dated copy to be sent to the Studentship and OSR Accountant, Research Finance