Guidance on writing PTAS budgets

- A simple itemised list of costs is fine, we don’t need complicated budgets and there is no full economic costing for PTAS.

- The following are examples of acceptable costs for PTAS projects:
  - buy out of staff time (but ideally not teaching time)
  - buy in additional hours from part-time staff
  - employ UG, PGT or PGR students
  - pay for technical assistance for the project
  - pay for transcribing or other data entry and processing
  - production of project materials
  - buy specialist software which is not usually provided by the University
  - modest conference costs to disseminate findings
  - costs of running dissemination events within the University

- The following cost are not allowed:
  - hardware or software that the School/Support Service would normally be expected to purchase as part of their ongoing budgets
  - payment for normal duties such as routine course development which staff would do as part of their usual roles

- If you are budgeting for the buy out of staff time this must be for actual expenses incurred i.e. the actual cost of hiring staff not matching a proportion of the full salary of the current post holder.

- If you are budgeting for paying students (or anyone else) please note you must pay at least the national minimum wage: https://www.gov.uk/national-minimum-wage-rates

- Please note University recruitment guidance and specify the fair process by which you will appoint staff and/or students: http://www.ed.ac.uk/schools-departments/human-resources/recruitment

- Although we are looking for bids of approximately 15K, 10K, 5K or 1.5K (the latter for the small grant scheme) please request the funding you need up to these limits and do not round up. There is no need for bids to match these amounts exactly.

- Please note that accrual (carrying forward monies from one financial year, ending 31 July to another starting 1 August) is not always possible. If your department allows it, this can be enabled by using what is called a ‘D’ code because the monies for PTAS are donated from alumni through the Development Trusts. Monies in a ‘D’ code are ring-fenced for the project and can be automatically accrued. Monies in the more regular ‘G’ codes allocated may not necessarily be accrued, you need to gain permission from budget control in School and College – your local finance officer should help with this but you need to do it well in advance of 31 July, sometimes in June.