

	AHRC	BBSRC	EPSRC	ESRC	MRC	NERC	STFC
GETTING FUNDS	BGS coordinates bid for funding	SBS produces bid for DTP	EPSRC informs BGS of level of funding based on an algorithm of research income	BGS coordinates bid for DTC with SHSS every 5 years	No bid	NERC informs BGS of level of funding based on an algorithm of research income	STFC informs Depts of level of funding
	AHRC notifies the University of the number of places or amount of funding	SBS submits the bid on Je-S	Grant Holder is BGS Administrative Officer	ESRC notifies the University of bid outcome, no. students per year, and nominal allocation		NERC informs BGS of studentship allocation by department	Grant Holder is academic within Dept
	Grant Holder is BGS Administrative Officer	Grant Holder is someone within the relevant Department	EPSC sends grant letter to Research Office	Grant Holder is Chair of DTC Management Group (Academic)		Grant Holder is BGS Administrative Officer	STFC sends grantletter to relevant Dept
	AHRC sends grant letter to BGS BGS completes and submits Offer Acceptance on Je-S	BBSRC sends grant letter to the relevant Grant Holder Research Office completes and submits Offer Acceptance on JeS	Research Office sends the grant letter to BGS BGS completes and submits Offer Acceptance on Je-S	ESRC sends grant letter to BGS BGS completes and submits Offer Acceptance on Je-S		BGS completes and submits Offer Acceptance on Je-S NERC sends grant letter to BGS	
DECISION MADE TO DIVIDE ALLOCATION	BGS provides budget to committees.	BBSRC determines allocation to Depts.	BGS sends grant letter to PVC Research/Head of Research.	DTC Management Group decides allocations to departments/competitive studentships and informs departments		BGS informs departments of their allocation, based on information from NERC.	STFC determines allocation to Depts.
	BGS is the Secretary to the AHRC Committee and informs Departments of allocations.		EPSC DTG Committee (to be created) makes decisions and communicates those decisions to BGS. This includes Vacation Bursary Scheme, PhD Plus, IDS Scheme and any strategic allocations. The ratio of the distribution between Schools is also determined.				
GRANT SET-UP	BGS completes and submits Start Confirmations on Je-S		BGS completes and submits Start Confirmations on Je-S	BGS completes and submits Start Confirmations on Je-S		BGS completes and submits Offer Acceptances on Je-S	Grants set up by RO with Depts
	BGS requests new Cost Centre from UFS GL Codes	Research Office sets up grants	EPSC DTG Committee informs Schools of decisions	BGS requests new Cost Centre from UFS GL Codes		BGS requests Research Office to set up grant on CUFS (send spreadsheet and offer letter and they issue RG number)	
	BGS claims funds to new Cost Centre		Schools inform BGS of the Departmental allocation	BGS claims funds to new Cost Centre		Research Office informs departments of RG number, project and task no.s	
			BGS requests Research Office to set up grant on CUFS based on allocation				
STUDENT RECRUITMENT /COMPETITION	BGS Finance updates the AHRC pages on BGS website with allocations and deadlines	Departments recruit students.	Departments recruit students.	BGS Finance updates the ESRC pages on BGS website with allocations and deadlines		Departments recruit students.	Departments recruit students.
	BGS Finance advises departments of closing dates and allocation available	Depts send Confirmation of Doctoral Training Grant funding to BGS Finance	Depts send spreadsheet of funded students to BGS Finance	BGS Finance/SHSS advises departments of closing dates and allocation available		Depts send spreadsheet of funded students to BGS Finance	Depts send spreadsheet of funded students to BGS Finance
	Depts send BGS a list of quota students and ranked students for competition	BGS Finance sends copies of Confirmation of Doctoral training Grant funding to Admissions	BGS Finance sends copies of spreadsheet of funded students to Admissions	Depts send BGS a list of quota students and ranked students for competition		BGS Finance sends copies of spreadsheet of funded students to Admissions	BGS Finance sends copies of spreadsheet of funded students to Admissions
	BGS Finance compiles spreadsheet of quota students and ranked students for competition	Admissions updates Financial Tracker	Admissions updates Financial Tracker	BGS Finance compiles spreadsheet of quota students and ranked students for competition		Admissions updates Financial Tracker	Admissions updates Financial Tracker
	BGS assigns Quota students numbers given by the AHRC			BGS checks to ensure that all nominated students are eligible for awards, liaises with Depts on any queries			
	BGS checks to ensure that all nominated students are eligible for awards, liaises with Depts on any queries			BGS checks to ensure that all nominated students have offers			
	BGS Finance advises Admissions and Continuation office to check spreadsheet of quota students and ranked students for competition for eligibility			BGS advises Depts of any outstanding offers			
	BGS advises Depts of any outstanding offers			BGS circulates budget, lists and competition application forms for DTG Management Group to score			

	BGS prepares lists for Committees to consider			BGS collates scores and convenes meeting of DTG Management Group for decisions to be made			
	Committee advises BGS of decisions			BGS advises Depts of decisions and informs them of JeS deadline			
	BGS advises Depts of decisions and informs them of JeS deadline			BGS informs the student of the award via letter and requests confirmation of acceptance, NI numbers, and bank details			
	BGS informs the student of the award via letter and requests confirmation of acceptance, NI numbers, and bank details			Student notifies BGS of acceptance, NI numbers and bank details or declines the award			
	Student notifies BGS of acceptance, NI numbers and bank details or declines the award			BGS advises Depts of any reserve places			
	BGS advises Depts of any reserve places			Depts advise BGS of decisions for reserve awards			
	Depts advise BGS of decisions for reserve awards			BGS informs reserve students of the award via letter and requests confirmation of acceptance, NI numbers, and bank details			
	BGS informs reserve students of the award via letter and requests confirmation of acceptance, NI numbers, and bank details			BGS attaches award letter to student's CamSIS admissions record, for financial condition to be met			
	BGS attaches award letter to student's CamSIS admissions record, for financial condition to be met			Reserve students notify BGS of acceptance, NI numbers and bank details or declines the award			
	Reserve students notify BGS of acceptance, NI numbers and bank details or declines the award			BGS now has confirmed list of new starters			
	BGS now has confirmed list of new starters						
PROCESS NEW STARTERS/CONTINUERS	BGS Scholarships Clerk assigns account codes in BG Awards	Dept adds information on JeS for new starters and submits the Studentship Details document into the Submitter Pool	Dept adds information on JeS for new starters and submits the Studentship Details document into the Submitter Pool	BGS Scholarships Clerk assigns account codes in BG Awards		Dept adds information on JeS for new starters and submits the Studentship Details document into the Submitter Pool	Dept adds information on JeS for new starters and submits the Studentship Details document into the Submitter Pool
	BGS Scholarships Clerk creates AHRC award for student on BG Awards	BGS Accounts Clerk claims the document, verifies the information against the relevant spreadsheet, adds the NUMHUS and HUSID and submits the document to the BBSRC	BGS Accounts Clerk claims the document, verifies the information against the relevant spreadsheet, adds the NUMHUS and HUSID and submits the document to the EPSRC	BGS Scholarships Clerk creates ESRC award for student on BG Awards		BGS Accounts Clerk claims the document, verifies the information against the relevant spreadsheet, adds the NUMHUS and HUSID and submits the document to the NERC	BGS Accounts Clerk claims the document, verifies the information against the relevant spreadsheet, adds the NUMHUS and HUSID and submits the document to the NERC
	BGS Scholarships Clerk updates BG Awards with bank details and NI numbers	BGS Accounts Clerk consults Confirmation of Doctoral Training Grant and notes that the student has been entered on JeS	BGS Accounts Clerk consults spreadsheet of funded students and notes that the student has been entered on JeS	BGS Scholarships Clerk updates BG Awards with bank details and NI numbers	BGS Accounts Clerk claims the document, adds the NUMHUS and HUSID and submits the document to the MRC	BGS Accounts Clerk consults Confirmation of Doctoral Training Grant and notes that the student has been entered on JeS	BGS Accounts Clerk consults Confirmation of Doctoral Training Grant and notes that the student has been entered on JeS
	BGS Accounts Clerk creates spreadsheet for relevant grant and year	BGS Accounts Clerk verifies Financial Tracker on CamSIS is up to date and makes update if required	BGS Accounts Clerk verifies Financial Tracker on CamSIS is up to date and makes update if required	BGS Accounts Clerk creates spreadsheet for relevant grant and year		BGS Accounts Clerk verifies Financial Tracker on CamSIS is up to date and makes update if required	BGS Accounts Clerk verifies Financial Tracker on CamSIS is up to date and makes update if required
	Depts prompt students to register on JeS	BGS Finance submits the document to the BBSRC	BGS Finance submits the document to the EPSRC	Depts prompt students to register on JeS		BGS Finance submits the document to the NERC	BGS Finance submits the document to the STFC
	Dept adds information on JeS for new starters and submits the Studentship Details document into the Submitter Pool			Dept adds information on JeS for new starters and submits the Studentship Details document into the Submitter Pool			
	BGS Accounts Clerk claims the document, verifies the information against the relevant spreadsheet, adds the NUMHUS and HUSID and submits the document to the AHRC			BGS Accounts Clerk claims the document, verifies the information against the relevant spreadsheet, adds the NUMHUS and HUSID and submits the document to the ESRC			
	BGS Accounts Clerk verifies Financial Tracker on CamSIS is up to date and makes update if required			BGS Accounts Clerk verifies Financial Tracker on CamSIS is up to date and makes update if required			
	BGS Accounts Clerk updates the funding for current students on JeS	BGS Accounts Clerk updates the funding for current students on JeS		BGS Accounts Clerk updates the funding for current students on JeS			
MAKE PAYMENTS	BGS prompts BGS awards to pay student maintenance via ModPay	Depts make payments to students and Colleges	Depts make payments to students and Colleges	BGS prompts BG Awards to pay student maintenance via ModPay		Depts make payments to students and Colleges	Depts make payments to students and Colleges
	Students collect cheque (if first payment) or have funds deposited into their bank accounts			Students collect cheque (if first payment) or have funds deposited into their bank accounts			

	BGS informs Colleges of invoices required for Uni and College fees Colleges send fee invoices to BGS BGS processes fee invoices and keeps a record of payments BGS pools RTSG funding for competition			BGS informs Colleges of invoices required for Uni and College fees Colleges send fee invoices to BGS BGS processes fee invoices and keeps a record of payments BGS requests invoices from Depts for RTSG funding BGS pays RTSG to Depts			
TRACK GRANT	BGS updates LWA, intermissions, suspensions and terminations on BG Awards, JeS and the relevant grant spreadsheet BGS manages funding for Study Visits	Depts handle all changes to the student's funding, with responsibility for updating JeS	Depts handle all changes to the student's funding, with responsibility for updating JeS	BGS updates LWA, intermissions, suspensions and terminations on BG Awards, JeS and the relevant grant spreadsheet BGS manages funding for Overseas fieldwork		Depts handle all changes to the student's funding, with responsibility for updating JeS	Depts handle all changes to the student's funding, with responsibility for updating JeS
ANNUAL BATCH UPDATE	Depts to confirm continuation of students in receipt of AHRC funding BGS submits Grant Maintenance Request on JeS (if needed) and reconciliation to AHRC. BGS updates JeS BGS submits update on JeS	In April/March, BBSRC send an email to BGS prompting the Batch Update BGS emails depts to confirm that all students are on JeS with correct details for the current academic year Depts make updates on JeS. BGS checks to ensure updates have taken place BGS submits update on JeS	In April/March, EPSRC send an email to BGS prompting the Batch Update BGS emails depts to confirm that all students are on JeS with correct details for the current academic year Depts make updates on JeS. BGS checks to ensure updates have taken place BGS submits update on JeS	Depts to confirm continuation of students in receipt of ESRC funding BGS submits Grant Maintenance Request on JeS (if needed) and reconciliation to ESRC. SHS completes Annual Report on DTC to send to ESRC (November) BGS submits update on JeS		In April/March, NERC send an email to BGS prompting the Batch Update BGS emails depts to confirm that all students are on JeS with correct details for the current academic year Depts make updates on JeS. BGS checks to ensure updates have taken place BGS submits update on JeS	In April/March, STFC send an email to BGS prompting the Batch Update BGS emails depts to confirm that all students are on JeS with correct details for the current academic year Depts make updates on JeS. BGS checks to ensure updates have taken place BGS submits update on JeS
DSA	DRC submits DSA claims annually by 01 Sep. BGS applies for DSA annually on JeS via Grant maintenance DRC invoices BGS for DSA expenditures		DRC submits DSA claims annually by 01 Sep. BGS applies for DSA annually on JeS via Grant maintenance DRC invoices BGS for DSA expenditures	DRC submits DSA claims annually by 01 Sep. BGS applies for DSA annually on JeS via Grant maintenance DRC invoices BGS for DSA expenditures	??	DRC submits DSA claims annually by 01 Sep. BGS applies for DSA annually on JeS via Grant maintenance DRC invoices BGS for DSA expenditures	
SUBMISSION RATE SURVEY	JeS informs BGS of deadline for making corrections to studentship details BGS contacts Depts and requests that they make any updates to the student record that affect submission deadlines JeS releases Submission Rate Survey BGS completes survey BGS sends report to each dept. Depts respond with any changes or errors AHRC sends final Submission Survey report to BGS BGS disperses relevant reports to Depts	JeS informs BGS of deadline for making corrections to studentship details BGS contacts Depts and requests that they make any updates to the student record that affect submission deadlines JeS releases Submission Rate Survey BGS completes survey	JeS informs BGS of deadline for making corrections to studentship details BGS contacts Depts and requests that they make any updates to the student record that affect submission deadlines JeS releases Submission Rate Survey BGS completes survey	JeS informs BGS of deadline for making corrections to studentship details BGS contacts Depts and requests that they make any updates to the student record that affect submission deadlines JeS releases Submission Rate Survey BGS completes survey BGS sends report to each dept. Depts respond with any changes or errors ESRC sends final Submission Survey report to BGS BGS disperses relevant reports to Depts	JeS informs BGS of deadline for making corrections to studentship details BGS contacts Depts and requests that they make any updates to the student record that affect submission deadlines JeS releases Submission Rate Survey BGS completes survey	JeS informs BGS of deadline for entering submission information BGS contacts Depts and requests that they make any updates to the student record that affect submission deadlines JeS releases Submission Rate Survey BGS completes survey	JeS informs BGS of deadline for making corrections to studentship details BGS contacts Depts and requests that they update submission information JeS releases Submission Rate Survey BGS completes survey
FES	JeS alerts BGS that the FES is due BGS allocates the FeS to themselves BGS completes and submits FES	Research Office completes FES for grant, with input from Depts	BGS supplies Research Office with list of which students are Home or EU, PHD Plus, IDS, and Vacation Bursary RO receives queries in the first instance and will contact BGS as needed to resolve RO submits FES	JeS alerts BGS that the FES is due BGS allocates the FeS to themselves BGS completes and submits FES		Research Office completes FES for grant, with input from Depts	Research Office completes FES for grant, with input from Depts