



Making Expense Claims Against an SHA Research Grant

This note sets out the procedure for claiming expenses against an SHA Research Grant.

1. Claims can only be made by individuals awarded a current SHA Research Grant (hereinafter the grant holder).
2. The total amount claimed against a given grant must be no more than the amount awarded.
3. Claims will usually be made against expenses that have already been incurred. Any exceptions require prior permission from the SHA Awards Committee.
4. Claims will usually take the form of an itemised list of expenses. Each item must comprise a brief description (of no more than a few words) of the expense and the associated amount. The total amount claimed must also be listed.
5. Each item in the list of expenses *must* be accompanied by receipts to the value of the item.
6. The list of expenses must be accompanied by a covering note which includes: the grant holder's name, the title of the grant against which the claim is being made and the grant holder's postal address. The grant holder may also, at his discretion, include any other particulars that he deems relevant.
7. The list of expenses should be sent, usually by post, to the Chairman of the SHA Awards Committee.
8. Reimbursement of claims will usually be by cheque drawn on a UK bank. In some cases payment by bank transfer may also be possible.
9. SHA Research Grants are made on an annual cycle running from 1 September to 30 August. Claims against a given grant *must* be submitted by 30 November of the year in which the cycle during which the grant was awarded closes. That is, there is a three month period of grace after the end of the grant cycle in which the award was made during which expenses may be still be incurred and claims submitted. Claims submitted after the deadline will not be reimbursed.