

Notes for Completion of DSA Claim Form (to be used in conjunction with the DSA Framework document)

Claims for DSA must be submitted as a grant maintenance request on the training grant from which the studentship is funded.

1. **STUDENT NAME.** Please complete in full and ensure the student's details have been entered on Je-S
2. **ORGANISATION.** This should be the organisation at which the student is registered.
3. **ACADEMIC YEAR FOR CLAIM.** Claims should be submitted by 31 October and related to costs incurred in the period 1 October to 30 September of the previous academic year.
4. **COSTS REQUESTED:**
 - a. **Specialist Equipment Needs** – items should be individually listed, eg not just listed as 'equipment', including the amount being requested.
 - b. **Non Medical Personal Support** – the type of support should be identified and then listed as xxx hours of support @ £ yy. In general each type of support should only require a one-line claim. Specific invoice details do not need to be supplied.
 - c. **Miscellaneous** - this may include general allowances, including travel, plus the Needs Assessment cost, if required. The detail provided should be similar to b).
5. **Comments.** This can be used for further information, such as the full cost of an item when this is not being claimed from the RC (eg the total cost of a laptop prior to the £200 contribution being deduced), etc. This section can remain blank if there is no useful information.
6. **Details of DSO to be notified.** Please complete in full as this is the person the Research Council will address any queries to.

Please note that if claims for multiple students are being made, one claim form is required for each student and the forms should be submitted as a single multi-page document. Although the form can be downloaded and completed in Excel it must be submitted as a pdf document.

When submitting via Je-S please use Request Type 'Grant Generic Change Request'.

Although invoices etc should not be submitted with the claim form, the Research Councils reserve the right to request invoices/receipts if necessary.

Any queries should be addressed directly to the Research Council from which the claim is being made, rather than the SBS. Contact details can be found in Annex 1 of the Framework document.

Claims should be submitted no later than 31 October annually and relate to the actual costs incurred during the preceding academic year. Where there is six months or less remaining on the training grant the claim should be included as a claim within the Final Expenditure Statement (FES).