

Coronavirus (SARS-CoV-2/COVID-19) DTP fund: Essential Small Purchases



Last updated 31 March 2020

The EnvEast/ARIES DTP recognises the difficult and unprecedented circumstances that we find ourselves working in. Virtually all of you will now be working remotely. We want to ensure that you have the means to continue to be productive with your PhD thesis work while these restrictions continue.

With this in mind, you may make purchases of up to a maximum of £100 for essential small items to make remote working possible. Please be conservative with your purchases, as we need to conserve funds.

During the current lockdown, it will not be possible for you to collect ordered goods from your normal institute goods receiving. We are also aware that the central Finance Offices are prioritising stipend, salary, and other essential payments, and they may **not currently process any other orders or expense requests**. At the current time, therefore, we would request that any such purchases are made initially at your own expense, and you then reclaim this via the usual expenses claim form in the future.

Please be aware that there may be **some considerable delay, possibly some weeks**, in making reimbursement payments.

You may alternatively wait for the lifting of current movement restrictions, and make purchases through your usual departmental procurement process, charged to your DTP research funds (aka RTSG), and we will refund any overspend at the end of your period of study.

We regret that DTP-Associated PGRs (i.e. those not directly funded by the DTP) are not eligible to access this fund, and should speak to their supervisors about whether support can be provided to assist them with remote working.

Acceptable items would include:

- IT items; e.g. headset, webcam, microphone, wi-fi dongle (we assume that data backup can be achieved remotely)
- Office supplies; e.g. box files, file storage, (**not** paper, inks, etc.), other items to ensure data integrity and security
- Software licenses that cannot be accessed remotely (note that we are buying a number of Zoom Pro licences – one for each cohort – that can be shared)
- Items that are essential for health and safety, e.g. specialised keyboards, etc. If you have a specialised desk set up at your normal place of work, e.g. as directed by your Occupational Health Services, then please contact us.
- Items to allow safe long-term home working, e.g. desk, chair if you do not have a suitable table and chair at home.

For other items of expenditure, please enquire of us first. Otherwise, for items from the above list, you may go ahead and order directly as required. Please keep records and receipts.

If lock-down is lifted then you may be able to collect necessary items from your institute, but you will need to obtain permission from your departmental manager first, and keep accurate records for inventory control purposes.

For PGRs that do not have access to a home laptop, it may be possible to get funding through (for example) Student Services Hardship Funds, or equivalent services of your university of registration.