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| **To be completed by Student** (see notes for guidance on reverse). |
| **Bank Sort Code:** |  | **Bank Account Number:** |  |
| **Bank Account Holder Name:** |  | **Bank Name:** |  |
| *I am aware that any overpayments made to me will have to be repaid to Northumbria University (Signature):*  | Date: |  |

**To be completed by RIS** (see notes for guidance on reverse). |
| **Studentship Type:** | ⬜ PGR (Research Doctorate) | ⬜ Other PGT | ⬜ Other UG |
| **Funding Type:** | AHRC NU/SU BGP1 |  | AHRC NU/SU CDT |  | Heritage  |  | CDA |  |
| **Faculty:** |  | **Department:** |  |
| **Forename:** |  | **Surname:** |  | **Northumbria University E-Mail:** |  |
| **Funding Start Date:** |  | **Funding End Date:** |  | **Student Number:** |  |
|  |
| **Annual Payment:** |  | **Quarterly Payment:** |  |
| **Provide budgetary details and authorisation below, for each applicable budget:** |
| Cost Centre | Internal Order | Annual Amount From CC/IO | Processed By RIS Administrator | Authorised By RIS Director |
|  |  |  |  | Date:  |  |  |

**Notes for Guidance:** This form is to authorise new payment arrangements for stipends only.

**To be completed by Student:**

The student must provide bank details and sign and date the form. Please note that monthly payments will be made in advance on the 25th of each month for payments.

**To be completed by RIS:**

**Studentship Type:** TickPGR (Doctorate) / Other PGT / Other UG as appropriate

**Funding Types:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CDT** | **Detail** | **Funding** | **NU Actual Funding** |
| CDA |   | 100% AHRC | 100% AHRC |
| NU/SU | CDT  | 50% AHRC + 50% CDT | 75% AHRC/25% RDF |
| NU/SU | BGP1 | 50% AHRC + 50% CDT | 75% AHRC/25% RDF |
| Heritage |   | 50% AHRC + 50% RDF | 50% AHRC/50% RDF |

**Funding Start and End Dates:** Student start dates would normally be expected to be on the first working day of the month.Fundingwould not normally exceed three years. Payments will be made from the funding start to the funding end dates, unless a ‘*Studentship Payment Amendment / Extension Form*’ is received.

**Student Number:** The 8 digit SITS Student Number. This will be used as the SAP ID for payment, prefixed with S (S00000000)

**Payment details:** Provide the total annual and monthly stipend payments, then the details of each budget code relating to the payment. Note that for each budget, approval is required from the Executive Dean or Service Director, due to the amount exceeding £25,000 over a 3 year period. It should only be signed by a named delegate where the Executive Dean or Service Director is absent and not contactable. RDF budget approval can remain unsigned prior to sending to RBS who will add approval from the Service Director prior to forwarding to Finance.

Payments are made to students in advance.

**Please return the form to:** Research and Innovation Services, preferably by email (researchsupport@northumbria.ac.uk) or by post to: Research and Innovation Services, Northumbria University, Pandon Building, Camden Street, Newcastle upon Tyne NE2 1XE. It will be checked for compliance with the Northumbria AHRC Research Studentship Terms and Conditions, signatories, and RDF budget (where applicable), then forwarded to Finance for payment setup.