Research Finance Approval Guidance

Once HR have reviewed and approved the request, where applicable, it will progress to Research Finance for approval.

You will receive an email like the one below:

Please click on the following link to view the details of the request and to make your decision.
https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleeds.stonefish.co.uk%2FVR%2FRequest.aspx%3Frequestid%3D661&data=05%7C01%7CC.Baillif%40leeds.ac.uk%7Cafc8d571b14740d3485c08da38d3bb1e%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637884779263568606%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GgKWKppFyczTlvckmHHpq3ET6EY353XR2qAOF7YUZtw%3D&reserved=0

Human Resources
University of Leeds

By clicking on the link contained in the email, you will be taken straight to the **progress tab** of the staff request

Please approve or reject the request.

Stage Name	Result	Date
Request Submitted	Submitted	24/01/2023 09:34
HR Approval	Approved	24/01/2023 15:47
Research Finance Approval	Awaiting Decision	Send Message

Stephanie Corbett
Edit Approver

<< Previous   Next >>   All | Current | None   Save

You will be able to see that there is an approval pending. To open up the form, click **Next.**

NOTE: When you click **next** the whole form will appear, you will be able to review the details but not edit them. Scroll to the bottom of the form to the Research Finance section - it will look like this:

Research Finance

		Account Code	Split	Start Date	End Date	+
Grant Status:						
Account Codes:	New Grant / Existing Grant			dd/mm/yyyy	dd/mm/yyyy	
Salary Range Restrictions:	? ○ Yes ○ No					
Supporting Documents:	? Upload new document					

<< Previous   Next >>   Save

Complete the **Grant Status** by selecting an option from the drop down menu..

Research Finance

		Account Code	Split	Start Date	End Date	+
Grant Status:	New Grant					
Account Codes:	≡			dd/mm/yyyy	dd/mm/yyyy	
Salary Range Restrictions:	? ○ Yes ○ No					
Supporting Documents:	? Upload new document					

<< Previous   Next >>   Save

The account code information will appear as one line.

NOTE: If you are splitting the funding between multiple account codes, click on the green cross to add extra rows to the table.

Research Finance

		Account Code	Split	Start Date	End Date	+
Grant Status:	New Grant					
Account Codes:	☰	12345	50	28/09/2022	31/12/2022	🗑
	☰	54321	50	28/09/2022	31/12/2022	🗑

Salary Range Restrictions: ⑦ ○ Yes ○ No
Supporting Documents: ⑦ Upload new document

<< Previous   Next >>   Save

Enter the **account code(s)** here.

Enter the **account code split** here. **NOTE:** the split must add up to 100, if you have one row then that must be 100.

Insert the **account code(s) Start Date and End Date.**

Research Finance

		Account Code	Split	Start Date	End Date	+
Grant Status:	New Grant					
Account Codes:	☰	12345	50	28/09/2022	31/12/2022	🗑
	☰	54321	50	28/09/2022	31/12/2022	🗑

Salary Range Restrictions: ⑦ ● Yes ○ No
Top Salary: ⑦ [   ]
Supporting Documents: ⑦ Upload new document

<< Previous   Next >>   Save

Are there any restrictions on the standard **salary range** of the grade? **NOTE:** This practice should be avoided if possible.

If **Yes** enter the top salary that can be offered.

Research Finance

		Account Code	Split	Start Date	End Date	+
Grant Status:	New Grant					
Account Codes:	☰	12345	50	28/09/2022	31/12/2022	🗑
	☰	54321	50	28/09/2022	31/12/2022	🗑

Salary Range Restrictions: ⑦ ○ Yes ● No
Supporting Documents: ⑦ Upload new document

<< Previous   Next >>   Save

If you select **No** then no further action is required.

Research Finance

		Account Code	Split	Start Date	End Date	+
Grant Status:	New Grant					
Account Codes:	☰	12345	50	28/09/2022	31/12/2022	🗑
	☰	54321	50	28/09/2022	31/12/2022	🗑

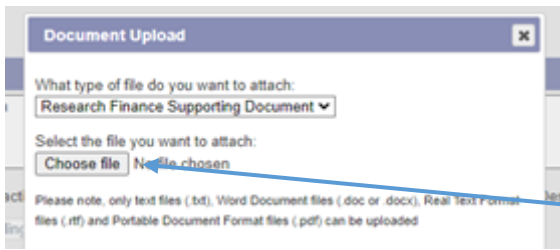Salary Range Restrictions: ⑦ ○ Yes ● No
Supporting Documents: ⑦ Upload new document

<< Previous   Next >>   Save

You can **upload any supporting documents** by clicking here.

NOTE: if you have a role which is being funded across faculties, upload any email correspondence here for audit purposes.

This screen will appear and you can add your document by clicking on **Choose file** and selecting the document from your own files.

Once uploaded, the document will appear, and you will have the **option to upload multiple documents** by repeating the process.
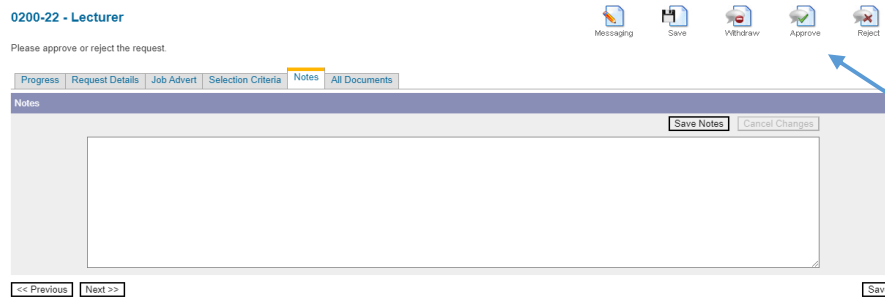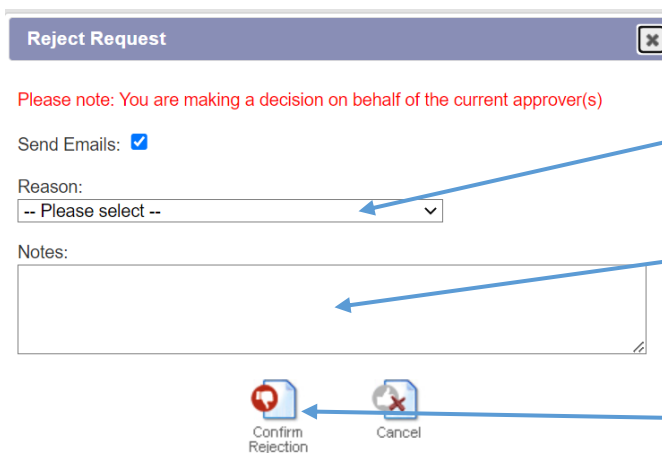

You can approve or reject the form by clicking on the tabs at the top.

NOTE: if you reject the form it will be sent back to the requester to review the notes and re-submit the form.
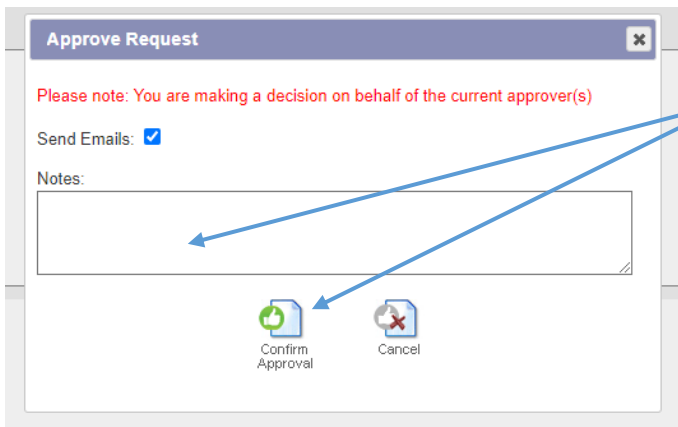
If you **approve the request**, this box will appear. You can add any further notes, and then confirm the approval.

If you **reject the request**, you must select the reason from the drop down menu.

Add any appropriate **notes** to enable the requester to act accordingly.

NOTE: If you select other, you **must** give further details in the notes section

Once you **confirm rejection** it will go back to the initial requester.

If the form is approved, it will be sent on to Finance for the next stage of approval.