

## CHANGES TO THE PROCESSING AND PAYMENTS OF LONG TERM ATTACHMENTS (LTAs) FOR STFC STUDENTS

With immediate effect the following changes have been applied to STFC LTAs

### Payment information:

Due to the implementation of the RCUK Shared Services Centre (SSC) and the migration of STFC grant processing to a new system, Research Organisations are no longer required to complete and submit LTA claims for reimbursement. Instead LTA funds will be paid as profile payments on the training grant in the quarterly pay runs. All claims submitted since the pay run in January 2011 will be subsumed into the associated training grant and profiled quarterly payments generated. The balance of the total LTA funds awarded less claims already paid will be profiled over the remainder of the training grant. For LTA applications for the 2010 cohort of students the funds will be added from 1 October 2011.

### Reconciliation information:

Upon completion of the training grant Research Organisations will be required to submit an LTA reconciliation sheet along with the Final Expenditure Statement. The LTA reconciliation sheet will include a breakdown of spend between the cost headings, student names and the duration and location of the LTA.

LTA spend should be classified under the 'Other Costs' heading on the Final Expenditure Statement.

### General Understandings:

Funds awarded for LTAs must not be used for short term fieldwork trips.

Virement of LTA funds is not permissible.

The LTA approval process will continue with the deadline for submission of 31<sup>st</sup> March following the year of the award.

Supporting documentation may be requested by STFC. The use of funds is audited by the RCUK Funding Assurance Programme (FAP). Information on FAP can be found at the following link. <http://www.rcuk.ac.uk/about/aboutRCUK/Efficiency/Pages/fap.aspx>

Reconciliation sheets and guidance will be provided on the STFC web site in due course.

Enquiries should be addressed to [studentships@stfc.ac.uk](mailto:studentships@stfc.ac.uk)