



## **Train and Engage funding – Frequently asked questions**

### **How will I get the money for my project?**

Due to the regulations of UCL Finance, funding for Train and Engage projects is transferred into a UCL departmental account, for you to spend from. Your finance contact or departmental administrator will need to liaise with UCL Culture to set this account up, and in turn liaise with you to organise access to the account. Due to this constraint, all funding must be spent within the academic year that it is awarded.

### **How long will I have to spend the funds?**

Those successful in the 2021 Train and Engage funding deadline will have their funding accounts open and ready for spending in December 2021. They must then spend all of this funding by the end of July 2022. Funding accounts will close after this period.

### **What happens if my project happens after the academic year ends?**

All projects are different, and we understand that your planned activity may be later than this date. We are happy to support projects that need longer than a year to be completed, so long as the funding awarded is spent within the above regulations. If, for example, you had an event in November 2022, you could arrange to pay for the venue ahead of time, before the cut-off point in July 2022. We do, however, advise that you aim to run most of the project during the time you are able to spend from your budget, as often there will be additional or unexpected costs associated with activities that you would then need to fund in another way.

### **What happens if I finish my PhD within the academic year?**

We also understand that you may finish your PhD within the period of funding. Again, we are happy for projects to continue even if you have left UCL, so long as you work with your departmental administration to maintain access to the funding account and continue to follow our reporting of procedures of reporting expenses, evaluating, and working with the UCL Engagement Team. While the team, will support you to make these arrangements, we cannot guarantee that a department will allow you to continue to access their accounts after graduating.