

MPLS Departmental Researcher Representative Award

Terms and Conditions 2025/26

1. The award of a research and development allowance is made in recognition of the valuable contribution made by Departmental Researcher Representatives through their participation in the MPLS Research Staff Forum during the 2025/26 academic year.
2. The award is £500 per Researcher Representative and will be allocated to departments in full in October 2025. There is no guarantee that the award will have the same value or terms and conditions after the 2025/26 academic year.
3. The award may be used for research expenses and professional development purposes. This includes, but is not limited to, conference fees and travel, educational subscriptions, article processing charges and course attendance. Other activities may be supported at the discretion of the department, provided that they fall within the purpose of research expenses or career development. All expenditure must be managed in accordance with the University's [Financial Regulations](#). Any queries about eligible spending, including tax considerations for software purchases, should be directed to the departmental finance team before committing a purchase.
4. All expenditure must be incurred between 01/11/25 and 31/05/26, including for activities taking place later in the 2025/26 academic year.
5. Expenses should be claimed via the University's standard procedures and will be approved locally by the department, including authorisation on financial systems such as Oracle and SAP Concur. Researcher representatives should consult their departmental finance team to organise this.
6. Any unspent funds at the end date of the award will be returned to the MPLS Divisional Office. It is not possible to apply for a no-cost extension.
7. If the Researcher Representative steps down from the MPLS Research Staff Forum before the end of their term, the award will be prorated based on their period of service. To inform the MPLS Research Staff Forum of an intention to step down, please email the Department Advocate for Research Staff and natia.sopromadze@mpls.ox.ac.uk, including the date on which Researcher Representative role will end.
8. The award cannot be transferred to another individual, either inside or outside the University, and will be terminated if the Researcher Representative leaves the University prior to the end date.
9. All activity under the award must meet the [University's Code of Practice and Procedure on Academic Integrity in Research](#).
10. To monitor the effectiveness of the award for all parties, Researcher Representatives are invited to submit a brief report (~200 words) highlighting the activities they facilitated in their departments, the associated impact and any lessons learned. The report is due by 31/07/2026 and should be submitted to the Department Advocate for Research Staff and natia.sopromadze@mpls.ox.ac.uk.