

MPLS Departmental Researcher Representative Award

Terms and Conditions 2024/25

1. The award of a research and development allowance has been made in recognition of your valuable contributions to enhancing research culture as a Departmental Researcher Representative at the MPLS Research Staff Forum during the 2024/25 academic year.
2. The award is £500 per annum and may be used for research expenses and professional development purposes. This includes, but is not limited to, conference fees and travel, educational subscriptions, and course attendance. Other activities may be supported at the discretion of your department provided that they are within the purpose of research expenses or career development. All expenditure must be managed in accordance with the University's [Financial Regulations](#). If you have any queries about eligible spending, please contact your department's finance team.
3. For the purposes of award, costs incurred between 01/11/2024 and 30/06/2025 that meet the description in paragraph 2 above shall be eligible.
4. Expenses should be claimed via the University's standard procedures and will be approved locally by your department, including authorisation on financial systems such as Oracle and SAP Concur. Please consult your department's finance team to organise this.
5. 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. Please inform your Department Advocate for Research Staff and natia.sopromdze@mpls.ox.ac.uk of your intention to step down and the effective date.
6. Awards cannot be transferred outside the University and will be terminated if the Researcher Representative leaves the University prior to the end date.
7. To monitor the effectiveness of this scheme and provide an opportunity to reflect and celebrate your achievements, Researcher Representatives are invited to submit a brief overview (~200 words) highlighting the activities they facilitated in their departments, the positive impacts, and any lessons learned. Please submit your overview by 31/08/2025 to the Department Advocate for Research Staff and natia.sopromadze@mpls.ox.ac.uk.