



National Seminar Series 2020/21 Guidelines for Claiming Funding

1. All funding for a National Seminar Series event is claimed retrospectively by the host institution.
2. To make a funding claim, Event Organisers should forward the National Forum a cost-centre statement (e.g. an Agresso printout) or other financial statement which clearly details all the costs to be reimbursed, up to the maximum award of €1,000 (plus any **pre-approved funding** for livestreaming/recording). This can be emailed to nss@teachingandlearning.ie.

Please note that this replaces the need to send the National Forum paid invoices/receipts, however, these should be kept by the institution in the case that copies are required for auditing purposes (please note that should any queries arise in terms of audited accounts, they will be redirected to the Event Organiser).

3. To confirm the institution's approval, this statement must be signed off by both a Finance Officer from the institution and the Event Organiser. It is the responsibility of the Event Organiser to obtain sign-off from a Finance Officer within the host institution. To avoid delays in reimbursement, we ask that both the Finance Officer and Event Organiser clearly sign and print their name and position on each page. In signing and returning this document the Event Organiser and Finance Officer are confirming that the costs have been paid in full by their institution.
4. On submission of this statement, the National Forum will raise a purchase order number to cover the cost of the claim and forward this to the Event Organiser.
5. On receipt of the purchase order number, the Event Organiser will be asked to arrange an overall invoice from their institution. This invoice should match the purchase order and not exceed €1,000 plus any pre-approved additional funding.
6. All final invoices must be accompanied by the Participant Feedback Report and forwarded to the National Forum at nss@teachingandlearning.ie Please note that invoices will not be processed for payment without the associated Participant Feedback Report. All invoices must quote the relevant purchase order number and be addressed to **Accounts Payable, Finance Dept., University of Limerick, Co. Limerick** (our administrative custodian).
7. The National Forum will not pay invoices to any third party.
8. Funding can be used to support:
 - Paying for a guest speaker*
 - Paying for an external workshop facilitator*
 - Catering costs
 - Printing of promotional materials
 - Printing of resource packs for your event
 - Travel/subsistence costs for guest speakers or workshop facilitators
 - Streaming/recording costs (Face to Face events only)
 - Costs relating to the editing of recordings



- Costs relating to ensuring inclusivity
 - Producing a publication after the event (these resources must be agreed in advance of the seminar and submitted to the National Forum Resource hub)
9. *Funding cannot be used to purchase equipment or buyout time from lecturers or other staff employed at the hosting institution or another institution eligible for National Seminar Series Funding (see [here](#) for a full listing).
10. Financial statements and reports should be submitted as soon as possible after the event. **The deadline for submitting a completed NSS 2020/21 claim is 30 September 2021** after which date, we cannot guarantee funding.
11. Any queries relating to the above should be directed to the National Forum Admin. team at nss@teachingandlearning.ie. Please quote your NSS reference number (e.g. NSS111UL20/21) on all correspondence.