Notes for Completion of DSA Claim Form (to be used in conjunction with the DSA Framework document)

1. RESEARCH COUNCIL. Please complete, for example AHRC
2. STUDENT NAME. Please complete in full
3. GRANT REF. Please use the Research Council grant reference. Please note that this should be the grant from which the student has received his/her support for the period claimed.
4. ORGANISATION. This should be the grant-holding organisation.
5. COSTS REQUESTED:
   a. Specialist Equipment Needs – items should be individually listed, including the amount being requested.
   b. Non Medical Personal Support – the type of support should be identified and then listed as xxx hours of support @ £ yy. In general each type of support should only require a one-line claim. Specific invoice details do not need to be supplied.
   c. Miscellaneous - this may include general allowances, including travel, plus the Needs Assessment cost, if required. The detail provided should be similar to b).

5. Comments. This can be used for further information, such as the full cost of an item when this is not being claimed from the RC, etc. This section can remain blank if there is no useful information.

6. Details of DSO to be notified. Please complete in full since SSC will use these details to confirm the agreed funding.

Please note that if claims for multiple students are being made, one claim form is required for each student and the forms should be submitted as a single multi-page document. Although the form can be downloaded and completed in Excel it must be submitted as a pdf document.

When submitting via Je-S please use Request Type ‘Grant Generic Change Request’.

Although invoices etc should not be submitted with the claim form, the Research Councils reserve the right to request invoices/receipts if necessary.

Any queries should be addressed directly to the Research Council from which the claim is being made, rather than the SSC. Contact details can be found in Annex 1 of the Framework document.