

## Human Resources

### Bridging Fund Approval Route

The University recognises that from time to time there is a need to support staff between grants/ pending the outcome of grants or between teaching fellow contracts. The bridging fund will allow payment to be continued to the member of staff pending funds being secured or between teaching fellow contracts. The Master has approved the following:

#### 1. Bridging to cover a named individual between grants

Period of bridge	4 months in the first instance 6 months maximum
Funding source	School central salaries (relevant FAS group to be notified if approved)
Submitted by	Head of School
Authorisation	Master
<b><i>All requests must include a firm statement as to where the follow-up funds for the salary will be coming from.</i></b>	

#### 2. Bridging where grant proposals have been submitted and outcome is pending

Period of bridge	4 months in the first instance 6 months maximum
Funding source	School central salaries (relevant FAS group to be notified if approved)
Submitted by	Head of School
Authorisation	Master
<b><i>All requests must include detail of grants submitted and outcome notification dates.</i></b>	

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Information provided within this communication is available in Alternative Format upon request.

**3. Bridging to cover between Teaching Fellow contracts**

(to be used where it is known in Semester 2 that a person will be coming back in Semester 1 of the new academic session). Bridging will be provided where the School can confirm there is work for the individual to undertake in preparation for Semester 1 along with dedicated research time. Should the individual be on vacation for more than 2 weeks during this summer period, accrued annual leave must be used or the leave will be unpaid.

Period of bridge	4 months maximum
Funding source	School central salaries (relevant FAS group to be notified if approved)
Submitted by	Head of School
Authorisation	Master
<b><i>All requests must include a firm statement outlining the work to be undertaken and the support for the continuation.</i></b>	