



University of
St Andrews

Bridging fund

Document type	Procedure
Scope (applies to)	Academic staff
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Approver	Deputy Director
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Pay and benefits/Pay rates arrangements
Purpose	Procedure for Head of Schools/Units or PI's or Line Managers to request funding to bridge payment between grant outcomes.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.0	Review to clarify eligibility for bridging	Published	Lorna Milne Master	06/07/2020

1. Bridging fund approval route

- 1.1 The University recognises that from time to time there is a need to support employees for a short period between fixed-term teaching or research contracts, often when these are funded externally by grant monies. The bridging fund will allow payment to be continued to the employee in the hiatus between contracts.
- 1.2 During the bridging period, in addition to any personal academic activities, employees will be expected to undertake duties to assist the School/University as requested by the Head of School, for example by supporting the preparation of teaching materials, organising Outreach activities, supporting research programmes across the Faculty, or contributing to Summer Schools.
- 1.3 Should the individual be on vacation for more than 2 weeks during the bridging period, accrued annual leave must be used or the leave will be unpaid.

2. Bridging options

2.1 Bridging to cover a named individual between grants

- To be used where an individual's contract comes to an end before the start of their next grant-funded post.
- The University will not normally approve bridge funding to the same individual more than once.

Period of bridge	Up to 4 months.
Funding source	School central salaries (Relevant FAS group to be notified if approved).
Submitted by	Head of School
Authorisation	Master
All requests must include a firm statement as to where the follow-up funds for the salary will be coming from.	

2.2 Bridging to cover a named individual between teaching contracts

- To be used where it is known in Semester 2 that a person will be coming back to a new contract 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 on behalf of the University (see above), along with some dedicated teaching preparation or research time, provided that research is part of the individual's contract.

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
All requests must include a firm statement outlining the work to be undertaken and the support for the continuation.	

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone	Published	Lisa Stewart HR	11/06/2019
1.1	Change of classification from internal to public	Published	Lisa Stewart HR	31/10/2019
2.0	Review to clarify eligibility for bridging	Published	Lorna Milne Master	06/07/2020