In order to help you manage your budget, here are some things you should know:

- Before making or committing to any purchases, including contracting research assistants, speak to your Faculty Finance Team. Show them your budget breakdown and grant letter. Ask them to set up a project number for you. This should help you and the finance team track your expenditure at any point during the year. Any casual contracts and purchases should be coded to the project account set up for you.

- University of Auckland purchasing policies apply, therefore make sure you get advice from your Finance Team on making purchases and engaging people on casual contracts. Below are some examples of questions regarding expenditure, but, if still in doubt, ask your Faculty Finance Team or CLeaR Centre Manager:

  - *Koha* and donations – the University has very specific rules for *koha* and donations. They must always have prior approval from your Faculty Finance team. The [Donations and Koha policy](#) can be found on the intranet.

  - Computers and hardware - the grant can’t be used to purchase assets, including equipment and IT hardware.

  - Paying family and friends – usually not allowed under the Conflict of Interest Policy. Check with your Faculty Finance team first. If allowed, ensure they are set up in the system to be paid directly by the University or that they provide the appropriate documentation for you to be reimbursed. The [Conflict of Interest policy](#) can be found on the intranet.

  - Reimbursements – actual expenses, not time, can be reimbursed through Concur. Same rules still apply, and you will need to provide receipts that meet the University requirements. If you have not used it before, quick guides to use Concur are available on the Staff Intranet.

- The SEED grant can’t be used to pay buy-out to the department or extra hours for the grant recipient. It’s okay for grant recipients to ask for extra hours for team members who are not already full-time University of Auckland employees and for those team members to attend the SEED
Grant meetings. The separation of roles has to be made clear, as does the distinction between payment for extra hours for part-time University of Auckland employees (allowed) and payment for buy-out of full-time University of Auckland employees (NOT allowed).

- If you underspend in one area of your budget you can use it in another area, as long as it services the project. If in doubt, contact the SEED Fund grant administrators.

- Deadline for expenditure is 29 November 2020. This deadline will not be extended. If you have any casual staff working on the project they must have submitted their final hours before this date.

At this point you might be asking, how can I use the funding? Here are some examples of how others have used their funding relevant to their project proposals:

- Casual contracts for research, teaching, software development assistance or contracts for service.
- Catering – through University-preferred suppliers, supermarket, pizza delivery providers, etc. Whenever the preferred suppliers are engaged, they can charge directly to the project (set up by your Faculty Finance Team). When using supermarkets and other catering establishments, you can obtain a reimbursement through Concur by coding the expenses to your project account.
- Room and equipment hire for meetings and project related events.
- Stationery.
- Printed materials such as posters or advertising materials Vouchers – no more than $50 per person.
- Transcriptions.
- Editing assistance.
- Development of websites.
- Local travel related to the project – through University-preferred suppliers.
- Quantitative and qualitative data analysis.

Please also take time to read the frequently asked questions on the CLeaR webpage for SEED Fund grants.
Useful contacts for project and budget-related matters:

- Victoria Wynne-Jones - victoria.wynne-jones@auckland.ac.nz
  SEED Project Coordinator (administrative and coordination support)

- Lynette Herrero-Torres – l.herrero@auckland.ac.nz
  CLeaR Centre Manager (queries related to budgeting and university policies)