



The global forum for  
EAP professionals

## BALEAP Funding Scheme – Finance guide

### What are eligible costs?

All costs need to be detailed in the budget and agreed before the work starts. Funds will be paid following the submission of an expense claim form with receipts. If individual circumstances present a barrier to this, please contact the BALEAP treasurer to discuss alternative arrangements in confidence: [treasurer@baleap.org](mailto:treasurer@baleap.org). Funds must be accessed in the financial year for which they have been approved, that is, by 1<sup>st</sup> July 2022 (to allow enough time for payment by the end of the financial year on 31<sup>st</sup> July).

What follows is a list of potential eligible costs. Note that it is non-exhaustive; rather, it is meant as a guide.

- vouchers for participants
- expenses for events to engage your participants, where appropriate (e.g. booking a room to meet participants who are not researcher's students/colleagues)
- transcription costs (research assistant, specific software or small specialist equipment that is required for the research and not available through your (host) institution)
- childcare or other dependant costs that are incurred in addition to any usual costs in order to enable the research to take place (e.g. where this necessitates commitments outside your usual working hours)
- costs for producing and disseminating outcomes, e.g. professional design of a resource

### Are there specific exclusions?

- Tuition fees
- Indirect costs / overheads of institutions
- Laptops
- Any research outside of EAP practice
- Contributions to the general institutional scholarship/CPD budget – funding is made available for specific projects

### How can I be paid for my time?

The 2021 funding round has a cap of £1,500 in order to make awards to a number of applicants. This may not cover the time needed for conducting the complete research project at your normal rate, and we would hope that your institution recognises the importance of scholarly activity and allocates you time for this. However, we appreciate that this will not be possible in all cases; please see below for ways of accessing some research time paid by BALEAP, depending on circumstances. The most important point to bear in mind is that BALEAP does not have employees and does not operate payroll. The options are therefore as follows, and you should explore this further with the relevant HR team:

- If you have stable employment but do not have research time in your workload allocation: ask for a “recharge of time” arrangement that buys you out of teaching (salary only, equivalent to minimum point on scale of your institution). A letter would be required, stating clearly how much time you will be given for the research and the amount your institution will invoice BALEAP.
- If you are on an hourly-paid contract: you could ask whether your institution can invoice BALEAP for additional hours which are reserved for your research activity. A letter will be needed to confirm the number of hours, the total amount, and confirmation that this would not take you above any thresholds for weekly hours that might apply.
- If you are between employments: find a host institution that could employ you as (part-time?) research assistant, potentially as a joint application with an employee of that institution. This would need a letter from the host institution confirming that they agree to this arrangement and confirming the amount they would be invoicing for.

### **What do members outside of the UK need to consider?**

- The funding will be in GBP (£) and therefore you should consider currency fluctuation. If you need to discuss this, please contact the BALEAP treasurer [treasurer@baleap.org](mailto:treasurer@baleap.org).