MEMO

Re: Procedure for the allocation of funding to PhD courses run by researchers at the Department of Clinical Medicine and other researchers employed by hospitals

Caseworker: Vibeke Moldt Jørgensen

This memorandum describes the procedure for the allocation of funding to PhD courses run by researchers employed by the Department of Clinical Medicine and other researchers employed by hospitals

The procedure is as follows:

- compensation for teaching on PhD courses by clinical researchers employed by the Faculty will be paid to the hospital where the researcher is employed in addition to his or her Faculty position

- funding allocated to PhD courses will be paid out immediately after the grant is awarded. The hospital will send an invoice for the amount to the Graduate School.

- grants cannot be paid to Faculty-employed teachers in the form of a salary or a fee. By agreement with the hospital, grants will be paid into, for example, a research account.

- if the funding includes compensation for Faculty-employed teachers in basic-subject departments (pre-clinical, veterinary or pharmaceutical), the amount will be deducted from the total grant. The Graduate School is responsible for paying compensation to the department concerned.

After the course, there is no need to submit accounts to the Graduate School.
**Procedure**

**Approval and allocation of grants**

1. The course provider will submit a course proposal – including a budget, course description and programme – to the Graduate School.

2. The Graduate School will review the budget based on the current rules. Any changes will be made in consultation with the course provider. The PhD Study Board will then approve the grant.

3. The course provider will receive a grant-authorisation letter for the course. The letter will stipulate the overall budget for the course and specify any part of the grant that is to be paid as compensation to Faculty-employed teachers in basic-subject departments.

**Payment and use of funding for courses**

4. Along with the hospital’s bookkeeping department, the course provider will ensure that the hospital sends an invoice to the Graduate School for the amount of funding minus any compensation to Faculty-employed teachers in basic-subject departments (see the letters of authorisation mentioned above). The invoice must comply with hospital rules. The Graduate School will pay the invoice.

5. The hospital will pay all operational expenses related to the running of the course, except compensation to teachers employed by the Faculty in basic-subject departments. The course provider will enter into an agreement with the hospital regarding compensation for Department of Clinical Medicine staff teaching. The funding cannot be paid as salary or a fee, but will be, for example, paid into a research account.

**After the course**

6. The course provider must submit information about the actual hours taught by Faculty-employed teachers in basic-subject departments (as per the agreed budget). The Graduate School will compensate the department(s) concerned.

**Please note**

- The course provider may apply for extra funding for a significantly under-budgeted course, as long as this complies with the general rules for budgeting. The Graduate School will submit applications for extra funding to the PhD Study Board.

- The course provider can apply for an exemption to run a course with fewer participants than budgeted for, by submitting a revised course budget to the Graduate School. The PhD Study Board will evaluate the revised course budget.
- If the course is cancelled, the hospital must repay the grant to the Graduate School.

- If clinical researchers teach on a course run by a basic-subject department, compensation will be paid to that department. If compensation is to be paid for the clinical researcher’s teaching, this must be agreed between the basic-subject department and the clinical researcher’s department at the hospital.

- If part of the grant covers compensation for Faculty-employed teachers in basic-subject departments, it will be deducted from the total grant. The Graduate School will ensure that compensation is paid to the relevant basic-subject department. This is done to ensure that funds are not sent back and forth between the hospital and the University.

Please direct any enquiries about the procedure to the deputy head, Vibeke Moldt Jørgensen vimj@sund.ku.dk or +45 21 12 67 47.