



SGSSS Expense and RTSG Claims: SGSSS Apply Guidance for Students

Step 1.

To submit a request for RTSG or an expenses claim (for attending an SGSSS event), you will first need to register for [SGSSS Apply](#). Once you have done this you will then need to visit your Application Dashboard (homepage). Once on your Dashboard you should see the program, “**SGSSS Expense and RTSG Claims**”. Click “**MORE**”.

The screenshot shows the 'Apply from SGSSS' homepage. Under the 'Programs' section, there are two cards. The first card is titled 'SGSSS Expense and RTSG Claims' and includes the text 'Accepting applications from 18 Mar 2021 00:00 (GMT) to 30 Aug 2022 18:00 (BST)'. At the bottom of this card, there is a link 'See my application' and a purple button labeled 'MORE >', which is circled in red. The second card is titled 'SGSSS Internships' and includes the text 'Accepting applications from 5 Jul 2021 10:00 (BST) to 2 Aug 2021 13:00 (BST)'. It also has a purple 'MORE >' button at the bottom.

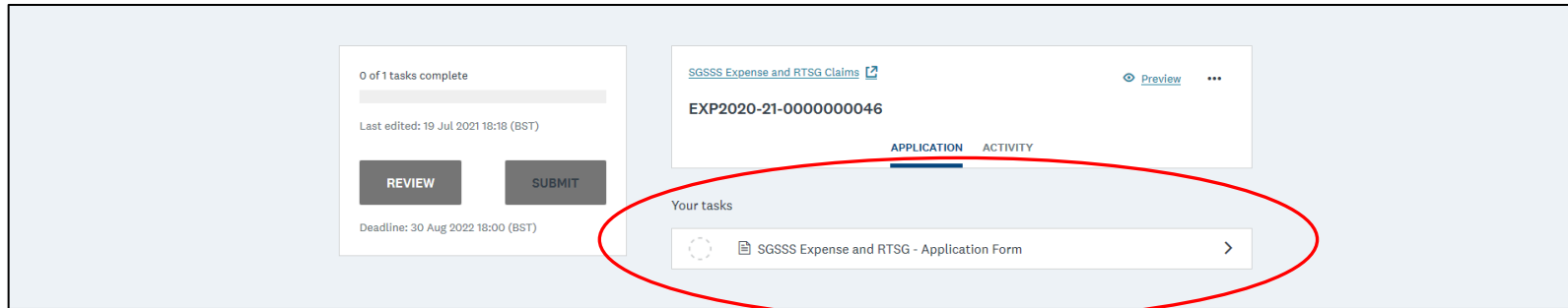
Step 2.

You will now see the *SGSSS Expense and RTSG Claims* guidance, along with the option to apply. Click “**APPLY**”.

The screenshot shows the application page for 'SGSSS Expense and RTSG Claims'. The page title is 'SGSSS Expense and RTSG Claims'. Below the title, there is a paragraph of text: 'This application programme is for current ESRC-funded students (SGSSS), non ESRC-funded students and University staff to claim for expenses associated with attending SGSSS events, e.g. SGSSS training events. In addition, current ESRC-funded students (SGSSS) can also apply for RTSG via this programme. Please note, non ESRC-funded students are not eligible for RTSG.' To the right of this text is a purple button labeled 'APPLY', which is circled in red. Below the 'APPLY' button, the text reads: 'Opens 18 Mar 2021 00:00 (GMT)' and 'Deadline 30 Aug 2022 18:00 (BST)'.

Step 3:

When you click apply you will be taken to the below screen. Please select the option listed under “Your tasks” named “SGSSS Expense and RTSG – Application Form”.

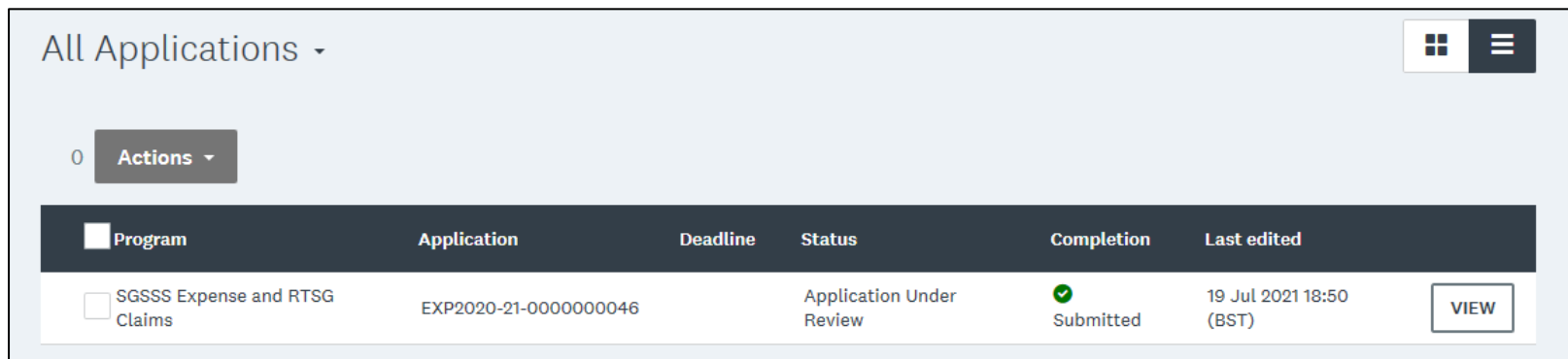


Step 4:

Please follow through the application, answering the questions asked.

- You will note the first question asks you to confirm if you are ESRC-funded (via SGSSS) or not. Please select the option which applies to you, i.e. if you are funded via SGSSS, select “ESRC-Funded Student” and if you are not funded via SGSSS, select “Non-ESRC Funded Student”.
- You will also be asked if you are submitting either an RTSG application, or an expense claim following your attendance and/or involvement at an SGSSS event? As per existing guidance, you can claim for costs associated with attending SGSSS events, of which the amount will not be deducted from your RTSG notional allowance. For full details and guidance, see the guidance provided when you first launch the application process, or alternatively see the [SGSSS Student Handbook](#) (updated for each new academic year).

Once you have finished filling in your application and you “mark it complete”, you will have the opportunity to review your application before you fully submit. Once you are happy with your application, click the “SUBMIT” button. Once you have fully submitted your application you can then see it listed, along with any other applications you may have submitted previously and/or for other application programs.

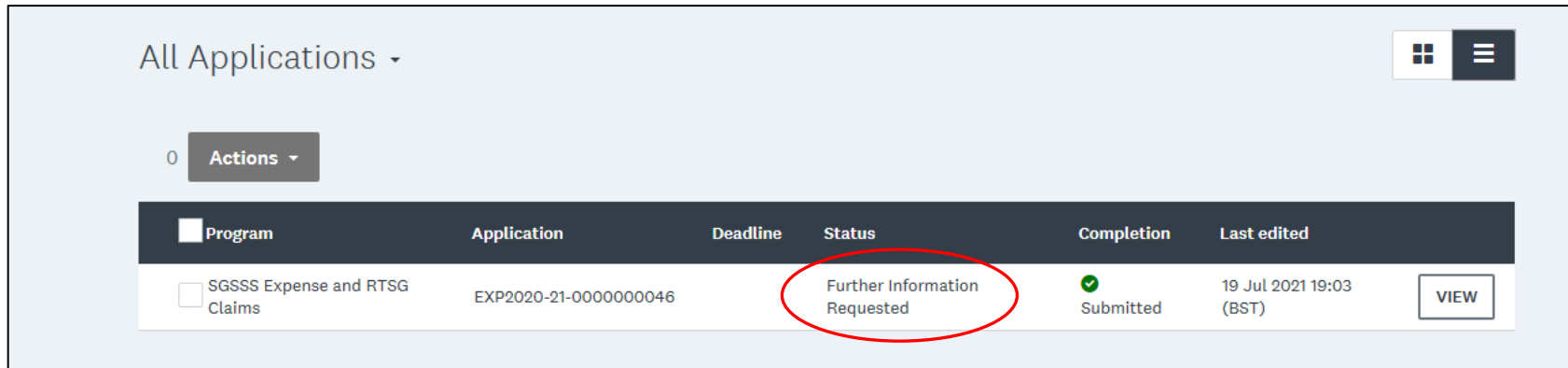


Step 5:

Once your application has been approved by your [HEI Admin Lead](#) you will receive an automatic email confirming this. You can also track the progress of your application by reviewing the status when in your Application Dashboard.

Step 6.

In some instances your HEI Admin Lead may request further information from you before they are able to make a decision on whether to approve or reject your claim. If this happens you will receive an email from SGSSS Apply containing the comments/instructions from your HEI Admin Lead. To update your application, simply visit your Application Dashboard, providing the additional information required, e.g. a missing receipt or a more detailed justification etc.



The screenshot shows a dashboard titled 'All Applications' with a table of application records. The table has columns for Program, Application, Deadline, Status, Completion, and Last edited. One application is listed with the status 'Further Information Requested', which is highlighted with a red circle.

Program	Application	Deadline	Status	Completion	Last edited
<input type="checkbox"/> SGSSS Expense and RTSG Claims	EXP2020-21-0000000046		Further Information Requested	<input checked="" type="checkbox"/> Submitted	19 Jul 2021 19:03 (BST)

Please Note:

1. The **SGSSS Expense and RTSG Claims** program is set up to send applicants emails whenever action is required. As such, please do keep a look out for said emails coming from SGSSS Apply.
2. If you have any queries or require further guidance/training, please contact us on team@sgsss.ac.uk.