TURING

SCHEME

The UK's global programme to study and work abroad

Your Turing Scheme checklist

Now that you have received your Grant Funding Agreement you must do the following to receive your funding. Failure to adhere may result in funding being withheld.

You must sign and return the Grant Funding Agreement via **DocuSign within 28 days.**

By signing the Grant Funding Agreement you are agreeing to complete the following actions:

You must complete and sign Annex 8 – Protection of Vulnerable Adults & Children via DocuSign within 28 days or **notify us** if this is **not required** for your organisation.

You must submit your bank details and supporting evidence via the **Project Reporting Tool** within 28 days.

All funds (including mobility and organisational support) must be requested via the **Project Reporting Tool**.

You must submit payment requests no later than the deadline date relevant to your point of expenditure.

To keep the Turing Scheme up-to-date on your project's progress, you must submit a Monthly Report **every month** until your project finishes.

Once all of your mobilities have completed you must submit a final report **within 28 days.**

Hints and Tips

- Familiarise yourself with your project deadlines and Points of Expenditure and report submission dates

- Consider setting up a shared mailbox to manage Turing Scheme emails. If you need to update the email address, send the update via Annex 7

- Ensure that your record keeping is up to date and that you are able to keep information about your project secure for a period of seven years from the date on which your funding period ends

- Further information and step by step guidance can be found in the **Project Handbook**

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