

# TURING

## SCHEME

The UK's global programme  
to study and work abroad



## Turing Scheme regular tasks checklist

As a Turing Scheme beneficiary, you are required to complete regular administrative tasks to ensure that you receive your funding in a timely manner and that the Turing Scheme Administrator (Capita) is kept informed of the progress of your project and mobilities.

Use this checklist to stay on top of your regular tasks and help to keep your Turing Scheme projects and activities running smoothly.

### Change Request – as and when necessary

A Change Request should be submitted as and when you make changes to your project plan, including changes to Mobility Groups, Participant lists, and mobility dates.

**NOTE:** Any change that would impact a Payment Request must be submitted **30 days** prior to that Payment Request. The Project Plan in the Project Reporting Tool will automatically reflect the changes.

[Watch our tutorial video](#) for a step-by-step guide to making a Change Request.

### Payment Request – frequency determined by scheduled Points of Expenditure

A Payment Request must be made by the 15th day of the month, **two months** prior to each anticipated Point of Expenditure (exceptions to this apply for Payment Requests in August, September and October 2023).

[Watch our tutorial video](#) for a step-by-step guide to making a Payment Request.

### Monthly Report

Monthly reporting is a mandatory requirement and plays a key role in the delivery of your Project. It serves two primary functions: to update the Turing Scheme Administrator on the progress of Mobilities you have received payment for to date, and to monitor the progress of the Project against the Approved Project Plan. You will receive an email reminder when your monthly report is due.

## **Updating Participant lists – as and when necessary, usually incorporated into Change Requests, Payment Requests and Monthly Reports**

During the course of your Turing Scheme Project, you need to keep your Participant list and Mobility Groups updated. Submit any changes/updates as soon as they are known as approval, where needed, can take up to five working days. You will need to ensure that you submit changes to Mobility Groups and/or Participant data in advance of each Payment Request deadline.

[Watch our tutorial video](#) for a step-by-step guide to making a change to participants.

## **Update Project coordinator or Legal Representative details – as and when necessary**

If the coordinator or Legal Representative changes during your Turing Scheme Project, please send an updated version of the Turing Scheme Contact Details form (Annex 7 of your Grant Funding Agreement) to [turing-scheme@capita.com](mailto:turing-scheme@capita.com) as soon as you are aware of the change.

Read the [Turing Scheme 2023 to 2024 Handbook](#) for further detailed guidance on these tasks and all aspects of managing your Turing Scheme Project.

