

# Clarifications on funding requests



*Submitted for consideration to the PhD Chapter Meeting*

*The PhD chapter at KTH / Doktorandsektionen vid Tekniska Högskolans Studentkår*

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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## Background

Current funding request procedure can sometimes be confusing both for PhD chapter members and PhD chapter board. Thus we suggest clarifying what will not be accepted

## Suggestions

The PhD Chapter board propose to clarify the funding request procedure with the following guidelines

- In order for the board to approve the request, a minimum of 50% of the participants of the event must be PhD students at KTH.
- Furthermore, as per values towards student welfare, the board has decided to not fund alcohol in any event.
- For organizing fikas, the board usually puts a maximum budget of 50 kronor per person, unless there are other justifiable reasons.
- For organizing dinners, the board usually puts a maximum budget of 200 kronor per person, unless there are other justifiable reasons.
- For organizing workshops/events (e.g. pottery/bowling/mini golf/seminars), the board usually puts a maximum budget of 200 kronor per person, unless there are other justifiable reasons.

If the total request is under 250 SEK per person and follows above stated guidelines, the chairperson or the treasurer can approve the funding themselves (fast-track). In this case the request can be expected to be approved/disapproved within five working days from sending in the funding request.

If the cost is above 250 SEK per person, the full board needs to vote and a simple majority is needed for the request to be approved. In this case the request can be expected to be approved/disapproved within ten working days from sending in the funding request. For this, the board members have five working days to vote, from that the request has been published for the board to vote.

If the total funding request is above 15 000 SEK, then the board can request a board member to be part of the organization of the event, in order to guarantee fair and correct spending in line with the funding request. This is since the board is responsible for the chapters and its economy. In this case the request can be expected to be approved/disapproved within fifteen working days from sending in the funding request.

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Hilma Karlsson, Ivo Bruijl, and Kaung Myat, on behalf of  
The Board HT25  
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