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**OpenTEL Funding Guidelines**

The purpose of this document is to outline the funding guidelines for non-staff openTEL budget that is available to the openTEL community.

Each of the items below will be carefully considered by the openTEL steering group on a case by case basis. All funding requests must meet the criteria and an application must be submitted to the openTEL mail box. All funds must be spent within the financial year that they are applied in.

* Hospitality- openTEL will consider covering the cost for any in house hospitality that is for TEL related events where the OU is hosting external visitors. Max amount £100
* Research Associate consultancy contract for small piece of research work. Max £500
* Conference attendance – if not already covered by faculty and is TEL related. Max £200
* Support open Access publications – not RCUK, possibly EU Projects. We would only consider supporting publications if they are not supported by the Library or the funder. These would be considered on a case by case basis. Max £400