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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](mailto:openTEL@open.ac.uk) 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