

## ANNUAL CLAIM FORM FOR DISABLED STUDENTS ALLOWANCE (DSA)

Please see guidance on how to complete this form: <https://www.ukri.org/files/legacy/skills/notes-for-completion-of-dsa-claim-form-pdf/>

### To be completed by the Research Organisation

One claim form should be completed for each student. If claims for multiple students are being made the forms should be submitted as a single multi-page document.

**Claims must be submitted no later than 31 October**

<b>STUDENT'S FULL NAME</b>	<b>ORGANISATION</b> (at which the student is registered)
<b>Academic Year for Claim</b>	

Please note for the purpose of this claim - the academic year is 1 October to 30 September

### **COSTS REQUESTED**

<b>Specialist Equipment Needs</b>	<b>Requested</b>	<b>Comments</b>
(Please list by individual item, do not group by type i.e. software, equipment, etc)	£ (claimed from RC)	Please provide the full cost of an item where only partial costs are being claimed
<i>Example: Laptop</i>	<i>250.00</i>	<i>Total cost £450</i>

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**SUB TOTAL**

<b>Non Medical Personal Support</b> (please detail by number of hours and hourly rate)	<b>Requested £</b>	<b>Comments</b>

**SUB TOTAL**

<b>Miscellaneous</b> (Please list by individual item)	<b>Requested £ (claimed from RC)</b>	<b>Comments</b> Please provide the full cost of an item where only partial costs are being claimed
<i>For example: Taxi fare</i>	4.80	6.50
<b>Needs Assessment SUB TOTAL</b>		

	<b>Requested £</b>
<b>TOTAL FUNDS</b>	

**Details of Disability Support Officer (DSO) to be notified** (this is mandatory, if details are not completed the claim will be

**Name**  
**Address**

**email**

**Submitted by:**

**Date:**

Please complete form and submit as an attachment via Je-S Grant Maintenance, using Request Type 'Grant Generic Change Request'.

If you have difficulties using Je-S the Helpdesk they can be contacted by email: [JesHelp@rcuk.ac.uk](mailto:JesHelp@rcuk.ac.uk) or by phone: +44 (0) 1793 44 4164

Any queries relating to how to complete this form should be addressed directly to the Research Council from which the claim is being made, rather than the UKRI Grants. Contact details can be found in Annex 1 of the Framework document