

# Student awards form MA1 University Prize

## Award process: Schools and departments

Last updated:

*If you have any problems filling out the below form, please contact us via email at [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk) or by telephoning (0113) 343 2007.*

The forms are located on the website below. Please ensure that you always use the most recent version of the forms:

[https://ses.leeds.ac.uk/info/21710/funding\\_and\\_awards/1084/maintenance\\_awards](https://ses.leeds.ac.uk/info/21710/funding_and_awards/1084/maintenance_awards)

### Master Forms available

- **MA1:** maintenance payments to multiple (or a single) students from a single cost object number (account number).
- **MA1 Payment Amendment Form:** This form is used to amend any previous payment requests, which do not result in an increase to an award.

### Macro use on MA1 form:

Please note that the MA1 form uses macros to facilitate some of the built in functionality and it is important that once you have finished using the MA1 form you completely close down Excel before continuing on with other work. If you do not completely close Excel there can be issues with certain action (such as copy and pasting) that occur as a result of the Visual Basic for Applications (VBA) programme continuing to run in the background.

### Summary of procedure

1. Create file from the master form
2. Send the file via an authorised signatory to [ma1@leeds.ac.uk](mailto:ma1@leeds.ac.uk).
3. If you need to amend an award, please use an MA1 Payment Amendment Form.

## 1. Create file from master form

All formatting should be preserved in the sheets when completing them. In the top section of the form, all of the white boxes must be completed. Each white box carries a brief description

of the action that needs to be taken. For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024	
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk		
*Name of School/Service:	School of Engineering	*Contact Email:  Default=No		
*School/Service Contact Name(s):				
*Contact Phone Number:				
*Award Type:				
Override Registration Requirement?		Please do not write 'Graduate School' or 'Doctoral College'. You should identify the University School or Service.		
*PayDate(s) (format dd/mm/yyyy):				
PayMonths (Users do not complete this section):				
UserID: sesgf	*=Mandatory Field			
TOTAL TO PAY: £0.00				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓

The first three boxes require data entry:-

- 1) 'Name of School/Service': Please ensure that you complete this section, as it will be used when creating the payment code for the payment request.
- 2) 'School/Service Contact Name(s)': Please ensure you put your own name into this field, or the name of a colleague who deals with the MA1 forms, so that if there is a query with any of the information on the form we know who to contact.
- 3) 'Contact Phone Number': Please include the best number for us to contact you directly.
- 4) 'School/Service Contact Email': Please ensure that you include an email address so we can contact you directly if we have a query regarding an award. Please try to use a non-generic email, where possible.

The next two boxes (as below) require a selection from a drop down list. For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0031	
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk		
*Name of School/Service:	School of Engineering	*Contact Email:  fault=No		
*School/Service Contact Name(s):				
*Contact Phone Number:				
*Award Type:	<input type="text" value="Maintenance - Single Instalment"/> <input type="text" value="Maintenance - Monthly"/> <input type="text" value="Maintenance - Quarterly"/> <input type="text" value="University Approved Prize"/>			
Override Registration Requirement?		Maintenance payments may be paid as one-off payment, or in monthly/quarterly instalments.		
*PayDate(s) (format dd/mm/yyyy):				
PayMonths (Users do not complete this section):				
UserID: sestgu	*=Mandatory Field			
TOTAL TO PAY: £0.00				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓

- 5) 'Award Type': Please choose 'University Approved prize'.
- 6) 'Override Registration Requirement?': When the Award Type is indicated as 'University Approved Prize' this will automatically change the 'Override Registration Requirement?' field to 'YES'. This is to ensure payment is made, as the nature of Prize payments means that many students will have completed study already.

When filling the body of the form:-

‘Student ID’: You can only enter a 9 digit student ID number. If it is too long or short, you will see the message, as below:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk	
*Name of School/Service:	School of Engineering		
*School/Service Contact Name(s):	Jack Jones		
*Contact Phone Number:	0113 343 1234	*Contact Email: j.jones@leeds.ac.uk	
*Award Type:	Maintenance - Monthly		
Override Registration Requirement?	Yes, pay even if not registered	Default=No	
*PayDate(s) (format dd/mm/yyyy):	Fri 27 Sep 2019	Mon 31 Aug 2020	
PayMonths (Users do not complete this section):	Sep 2019	0	
	Dec 2019	0	
	Mar 2020	0	
	Jun 2020	0	
UserID: sesgf	*=Mandatory Field		
TOTAL TO PAY: £0.00			
*Student ID ↓	*Last Name of Student ↓	*Cost Object	Authoriser (optional) ↓
20123456789			

Microsoft Excel

The student ID number should be 9 digits long.

Retry Cancel Help

- 7) ‘Last Name of Student’: To keep in line with GDPR compliance, please only enter the last name of the student.
- 8) ‘Cost Object’: This box will only accept a correctly configured Cost Object number (account number), ie 6 / 8 numbers or a combination of 6 letters & 6 numbers.
- 9) ‘Amount’: Please enter the total amount of the award.

Please be aware that the ‘Notes for Authoriser’ is purely for the use of the schools and **will not be read by the person processing the form.**

**When saving the form please ensure that it is saved in the original .xlsm format.** If this is changed to any other format, then the form will not process correctly, which could result in students payments being missed.

*Please find below an example of a complete form:-*

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0031
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk	
*Name of School/Service:	School of Engineering		
*School/Service Contact Name(s):	Joe Bloggs		
*Contact Phone Number:	0113 332 3233	*Contact Email: engineering@leeds.ac.uk	
*Award Type:	University Approved Prize		
Override Registration Requirement?	Yes, pay even if not registered	Default=No	
*PayDate(s) (format dd/mm/yyyy):	Fri 29 Jul 2022		
PayMonths (Users do not complete this section):			
UserID: sestgu	*=Mandatory Field		
TOTAL TO PAY: £250.00			
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓
000000000	Carey	123456	£250.00
			Notes for Authoriser (optional) ↓

### When to send an additional MA1 Form

Any changes to an existing award that result in the award being increased must be communicated by sending in a new MA1form **for the additional amount only** – this cannot be achieved by sending in a MA1 Payment Amendment Form. Again, this should be sent through by an Authorised Signatory.

## 2. Send file via authorised signatory

The file **must** be attached to an email and sent to [ma1@leeds.ac.uk](mailto:ma1@leeds.ac.uk) by an authorised signatory. The form is approved and verified (equivalent of a signature) by this act of the authorised signatory sending the form.

## 3. Amending an award:

\*\*\*Please Note\*\*\* MA1 forms and MA1 Payment Amendment Forms should not be included together in the same email to the MA1 inbox. This could result in both requests not being actioned.

If you wish to amend an award you have previously notified us of **which does not result in the award being increased**, then you should send in an MA1 Payment Amendment Form.

Please refer to the MA1Guidance document for amending a payment award as it follows the same principles. Guidance can be found on the link below:

[https://ses.leeds.ac.uk/info/21710/funding\\_and\\_awards/1084/maintenance\\_awards](https://ses.leeds.ac.uk/info/21710/funding_and_awards/1084/maintenance_awards)

[https://ses.leeds.ac.uk/downloads/download/1375/ma1\\_guidance\\_update\\_190220](https://ses.leeds.ac.uk/downloads/download/1375/ma1_guidance_update_190220)