



NSUP Research Seed Fund 2026 - Durham-specific guidance:

- Casual/ flexible staff may be employed for up to 12 weeks OR for up to 12 months at 0.2 FTE or less. For fixed term flexible appointments, a [mini role descriptor](#) outlining key requirements is needed (Research Assistants should be costed at Grade 6).
- Please note that these **roles must be costed by Lorna Winship, Research Funding Programme Manager**, as National Insurance and rolled up holiday pay must be added to the hourly rate.
- Applications follow two pathways: the **online application form and the Worktribe** approval process. **Both** must be completed. For support with project costing or setting up Worktribe projects, **contact Lorna Winship at ris.funding@durham.ac.uk**.
- PhD students cannot be costed onto these projects.
- Due to the short-term nature of this funding, new employment contracts will only be considered by exception and HR employment procedures must be followed. Please factor this into your project as new recruitment can take up to 3 months.
- Once your application is finalised, please upload it to Worktribe (via the documents tab) or email it to ris.funding@durham.ac.uk. Lorna will extract any additional information required and submit the bid for departmental approval.

You can also find this information on Durham's [internal call SharePoint page](#)