



**London  
South Bank**  
University

EST 1892

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# Key Contacts

**Head of Strategic Projects**

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**Access to Innovation Project Manager**

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**DEK & Enterprise Steps Project Manager**

Lee Harvey

**ETEE & Fresh Start Project Manager**

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**LAFIC Project Manager**

Liam McNamara - mcnamal3@lsbu.ac.uk

**Simulation for Digital Health Project Manager**

Gemma Wan - gemma.wan@lsbu.ac.uk

**Claims Administrator**

Alex Hokin - hokina2@lsbu.ac.uk

**Workshop Coordinator**

Kemi Olaniyi - olaniyk2@lsbu.ac.uk

# The Benefits

## Business Collaboration

- Student Consultancy
- Internships, graduate employment
- Initiative long-term relationships
- Live case studies

## Student Engagement

- Entrepreneurs as guest lecturers
- Student consultancy opportunities
- Innovation consultants
- Graduate employment

## Research Potential

- Apply your research to real world challenges, often with companies that aim to make a difference
- Case studies to support REF
- Potential to publish

## Professional Development

- Accessible and interesting way to gain/expand industry experience
- Start-ups, SMEs are a significant player in helping the local and UK economy grow
- Work with dynamic companies, often with talented, innovative entrepreneurs

## Enterprise Activity

- Your work is logged and reported to Deans of Schools
- Contributes to the schools enterprise targets
- Useful in appraisal/career roadmap discussions
- Access to funding for conferences

# Timesheets

Completing timesheets is a vital part of our European Regional Development Projects (ERDF). It ensures that we claim the time you have contributed.

For the University, and individual schools, to benefit from being involved in an ERDF project, timesheets are submitted on a monthly basis to the project team and are completed via the TM1 tool.

The login, direct link and “how to” video will be sent to you when you commence work on an ERDF project.

If you have any questions regarding how to complete your timesheet, or any other questions, contact Alex Hokin, Claims Administrator.

# Purchasing

As part of ERDF projects, we can purchase equipment, materials and software to support the SMEs as part of their journey.

Purchases must be agreed by the relevant ERDF Project Manager (PM), either in advance via the SME Work Plan or throughout the project as required.

The PM must agree in writing to any purchases made (Work Plan or email) and they will make the purchase on behalf of the academic(s) and SME.

Purchases will normally be made through the raising of a purchase order and invoice directly against the project source code.

Please note, if the supplier of the equipment, materials or software is new to the University, we must first set them up as a new supplier. Please commence this action by contacting the relevant ERDF PM as soon as possible to ensure payment can be made as required.